PERFORMANCE REVIEWS
OF ACADEMIC ADMINISTRATORS

University Procedure 33.99.03.C1.03—Approved December 13, 2004
Supplements System Regulation 33.99.03, University Rule 33.99.03.C1, and
University Procedure 33.99.03.C1.02

1. DIVISION OF ACADEMIC AFFAIRS EVALUATIONS

Every year, administrators are evaluated by their direct supervisors, as described in University Procedure 33.99.03.C1.02. Academic administrators will set goals that are agreed to by their supervisors. The progress towards these goals and the demonstration of managerial skills will be the primary basis for the annual evaluation. As part of this evaluation process, academic administrators will seek input from the appropriate academic constituencies. These constituencies will have the regular opportunity to provide information about the effectiveness of the administrators under review, with the intent of improving the academic enterprise at Texas A&M University-Corpus Christi.

2. SOURCES OF INPUT FOR SUPERVISORS

Individuals asked to review academic administrators for their supervisors should take into consideration the goals referred to in Section 1 of this document and the managerial skills described in Section 2 of University Procedure 33.99.03.C1.02. Academic department chairs are reviewed by their respective faculties annually. College Deans are reviewed every two years by their respective faculties. Directors and assistant/associate directors are also reviewed every two years by their respective staff members. The Director of the Library is reviewed by the librarians and paraprofessionals every two years. Associate/Assistant deans, depending on their portfolios, are reviewed every two years by the appropriate staff and/or faculty. The Provost is reviewed every three years by individuals reporting directly to the Provost as well as Faculty Senators and members of the Academic Council during that three year period.

3. PERFORMANCE REVIEW PROCESS

The Faculty Senate’s office will coordinate the review of the Provost. The Provost’s office will coordinate the remainder of the academic administrator review schedule described above. This process does not preclude the Provost, colleges, departments, or other academic units from requesting more frequent reviews, should circumstances warrant it. For additional information on evaluation, see University Procedure 33.99.03.C1.02, Performance Evaluation for Administrators.

Contact for Interpretation: Provost and Vice President for Academic Affairs