

ADMIN 1.02 Periodic Evaluation of Administrators

USCB POLICY ADMIN 1.02

ADMINISTRATIVE DIVISION ADMIN University Administration	POLICY NUMBER ADMIN 102
POLICY TITLE Periodic Evaluation of Administrators	
SCOPE OF POLICY USCB	DATE OF REVISION April 22, 2024
RESPONSIBLE OFFICER USCB Chancellor	ADMINISTRATIVE OFFICE Office of the Chancellor

PURPOSE

The purpose of this policy is to:

- I. Provide for evaluation of senior administrators;
- II. Make informed recommendations to the Chancellor from constituencies.

DEFINITIONS AND ACRONYMS

For the purpose of this policy, senior administrators may include administrators who carry the title of Provost and Executive Vice Chancellor, Vice Chancellors, or Athletic Director.

POLICY STATEMENT

The senior administrators not evaluated by another method shall be reviewed at least every three years. Normally, these reviews will begin at the start of the academic year and be concluded before the end of the second semester.

PROCEDURES

The evaluation process shall provide for informing faculty and staff of the institution of the beginning and end of the review and of the transmission of the review’s results to the Chancellor.

Guidelines

Senior administrators may be reviewed periodically in addition to their annual evaluations. Normally these reviews will occur every three years, but circumstances may require some variation. For example, reviews may be appropriate when a senior administrator resigns or retires, or when organizational changes are considered.

The Chancellor shall initiate the periodic review, using the following guidelines:

- A. The Chancellor shall notify the administrator.
- B. Evaluation procedures shall provide information to faculty and pertinent staff regarding the beginning and end of the review, and the transmission of the review to the senior

administrator being reviewed.

- C. Faculty and pertinent staff shall participate in the review process. Where appropriate, peers, advisory groups, partnership boards, trustees, and foundation officers may also participate as appropriate. The Chancellor shall provide appropriate feedback to participants to demonstrate the attention given to the review and recommendations while maintaining the confidentiality of the information received.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

Faculty and Department Chair Evaluation Guidelines are found in the USCB Faculty Manual [Performance Evaluation for Classified and Unclassified Non-Academic Staff – HR 1.36](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
October 15, 2003	New policy approval
4/22/2024	New format and to clarify to whom it applies

APPENDICES

(If applicable)