

Policy on the Periodic Review of Administrators

I. INTRODUCTION

Under Title 5, California Code of Regulations, all members of the Management Personnel Plan (MPP) are subject to an annual performance review. In addition, selected MPPs are also subject to a comprehensive administrative performance review, which shall normally occur at five-year intervals from the date of the permanent appointment. The President or designee may require a comprehensive review at any time. The comprehensive review of an academic administrator may be requested by a formal petition signed by 51 percent of the tenured and probationary faculty under the administrator's jurisdiction.

Periodic review of administrators serves as a means to stimulate the on-going professional development of administrators and to assure the overall quality of the administration of the university. Therefore, these reviews and assessments are formative in that the focus is upon the enhancement of performance. All MPPs serve at the pleasure of the President.

II. CRITERIA

Administrative Effectiveness: The administrator shall be evaluated regarding overall performance in relation to assigned responsibilities.

Professional Development: The administrator being evaluated must demonstrate a pattern of professional development consistent with the position.

University and Community Service: The administrator being evaluated must provide evidence of university and community service consistent with the position.

III. PROCESS

The administrator's immediate supervisor shall initiate the process and receive the results of the comprehensive review by establishing a committee consisting of faculty, staff, and peers.

The administrator shall be notified of the upcoming performance appraisal and the projected schedule for completion of the appraisal. If the administrator is a dean, the members of the college/school shall be notified through the Executive Committee of the College/School. The administrator being evaluated shall present current vitae, statement of accomplishment including a self-evaluation and a five-year report of professional development activities and university/community service. The administrator may provide any annual reports or other data for consideration.

A committee as designated in Section IV shall conduct the periodic evaluation of an administrator. The direct supervisor or designee will convene the committee. The direct supervisor will provide the committee with a projected schedule for completion of the review. The committee will elect a chair from its membership.

The comprehensive review shall include a review of a self-evaluation report by the administrator being evaluated and any other information the administrator may provide. The administrator may provide a list of individuals/groups to be contacted by the committee. In such instances, the committee shall contact any person / group on the list provided by the administrator.

The evaluation committee is responsible for the systematic acquisition of information and comments from administrators/managers, faculty, staff, students, and off campus constituencies, as appropriate, which have direct knowledge of the administrator's work. In cases where student input is appropriate, committees shall invite the Associated Students to suggest ways of soliciting student input in the reviews.

As employees of the California State University, administrators enjoy the same due process protections against anonymous or otherwise unattributed comments as any other employee. Committees must provide protection for the maintenance of confidentiality of the information gathered and the due process rights of the individual under review. All committee deliberations shall be held in executive session. **Violations of this confidentiality are considered unprofessional conduct and may be grounds for disciplinary action.**

The committee shall develop a questionnaire in consultation with the direct supervisor. The completed questionnaires may be signed or unsigned. All written statements, open-ended comments on the questionnaire, letters, etc. must be signed. Unsigned comments cannot be accepted or considered and must be handled pursuant to university policy on anonymous communications.

The committee may meet with identifiable groups of individuals such as a department faculty and/or staff so long as any comments made are attributed to the group. The committee may not conduct interviews with individuals. If specific quotes or comments are used in the report, the source shall be attributed. The committee may not consider for or incorporate into the final report information that cannot be attributed to a specific source for possible review at a later date

The committee shall develop an assessment report based upon the committee's evaluation of the quality of the administrator's performance. The report shall be based on an assessment of the materials submitted by the administrator and the information developed by the committee. The report shall consist of an evaluation of the administrator's full range of responsibilities, with particular emphasis, as appropriate, on leadership and managerial effectiveness. This assessment shall include an analysis of the performance of leadership and managerial effectiveness relative to assigned responsibilities and goals.

The committee shall complete a preliminary report that shall be provided to the administrator being evaluated. The administrator shall have an opportunity to provide a written response to the committee and/or meet with the committee prior to the committee submitting a final report to the direct supervisor. If the administrator submits a written response to the committee's draft report, the response shall be forwarded with the final report. The committee shall consider the administrator's comments prior to finalizing the report.

The final assessment report of the committee shall be forwarded to the direct supervisor and the administrator along with any formative recommendations that the committee may wish to make.¹ The administrator shall have an opportunity to provide the direct supervisor with a written response to the final report. The direct supervisor shall review the final assessment report and any responses. The direct supervisor may meet with the committee, or its chair, to discuss the findings and recommendations of the committee or request additional information from the committee. The direct supervisor may request additional information from the administrator.

¹ In a separate communication, the committee shall also give the direct supervisor all letters, completed questionnaires, notes of committee members, and any other information considered by the committee. Unless needed for a separate investigation of alleged misconduct, the administrator being evaluated shall not have access to this data.

The direct supervisor shall then, in succession,

- analyze the results of the report,
- discuss the report with the individual,
- place a copy of the report and the administrator's response, if any, and any statement or comments by the supervisor in the individual's Open Personnel File, and
- forward a copy of the report with the administrator's response, if any, and any statement or comments by the supervisor, to the President and, in the case of the Associate Deans, to the Provost.

In the case of a dean,² the dean shall review either in writing and/or in a faculty meeting, any changes in the administration and/or direction of the college/school as a result of this review.

IV. EVALUATION COMMITTEES^{3 4}

The direct supervisor shall establish a committee consisting of faculty, staff, and peers consistent with the committees outlined below:

A. For the Provost, the committee shall consist of

- One (1) Vice President selected by the President
- One (1) academic administrator selected by the President
- Two (2) full-time tenured faculty members randomly selected campus wide
- One (1) academic staff randomly selected from within Academic Affairs
- Two (2) department chairs randomly selected at large

B. For academic administrators above the college/school level, the committee shall consist of

- One (1) academic administrator selected by the supervisor
- Three (3) full-time tenured faculty members randomly selected campus wide
- One (1) academic staff randomly selected from within the individual's jurisdiction
- Two (2) department chairs randomly selected campus wide.

C. For academic administrators at the college/school level, the committee shall consist of

- One (1) peer chosen by the supervisor
- Three (3) full-time tenured faculty members randomly selected from the college/school
- One (1) academic staff randomly selected from within the administrator's jurisdiction,
- One (1) department chair randomly selected from within the college/school⁵
- One (1) department chair randomly selected from outside the college/school

D. Vice President for Student Affairs / Dean of Students, the committee shall consist of

² This provision includes the Dean of Library Services, the Vice President for Student Affairs and Dean of Students, and the Director of Athletics

³ The letters in this section correspond to the categories in Appendix A of this policy.

⁴ Service on an evaluation committee is a normal and reasonable duty for a faculty member or staff member selected for service.

⁵ In the event that there are no department chairs (heads) in the area, a second chair shall be randomly selected campus wide.

- One (1) Vice President selected by the President
 - Two (2) full-time tenured faculty members randomly selected by and from the Academic Senate
 - Two (2) staff randomly selected from within Student Affairs
 - Two (2) managers under the jurisdiction of the Vice President for Student Affairs randomly selected at large
- E. For the Vice President for Administration and the Vice President for Advancement, the committee shall consist of
- One (1) Vice President selected by the President
 - Two (2) full-time tenured faculty members randomly selected by and from the Academic Senate
 - Two (2) staff randomly selected from within the Vice President's jurisdiction
 - Two (2) managers under the jurisdiction of the vice president randomly selected at large
- F. For the Director of Athletics⁶
- One (1) Vice President selected by the President
 - Two (2) full-time tenured faculty members randomly selected by and from the Academic Senate
 - Two (2) full-time coaches randomly selected from Athletics
 - Two (2) staff randomly selected from Athletics
 - One (1) person selected by lot from a pool consisting of the Assistant/Associate Directors of Athletics
 - One (1) person selected by lot from a pool consisting of the department chairs of Animal Science, Kinesiology, and Recreation and Leisure Studies.
- G. For the Executive Director, Auxiliary Organizations
- One (1) Vice President selected by the President
 - Two (2) full-time tenured faculty members randomly selected by and from the Academic Senate
 - Two (2) staff randomly selected from the Auxiliary Organizations
 - One (1) manager randomly selected from within the Auxiliary Organizations
 - One (1) manager randomly selected from outside the Auxiliary Organizations
- H. For managers under the jurisdiction of a Vice President other than the Provost and Vice President for Academic Affairs, the committee shall consist of
- One (1) manager selected by the supervisor
 - Two (2) full-time tenured faculty members randomly selected by and from the Academic Senate

⁶ References include all persons in those categories who report to the Director of Athletics, regardless of the source of funding.

- Two (2) staff randomly selected from within the individual's jurisdiction
- One (1) manager, if any, under the individual's jurisdiction randomly selected at large and One (1) manager from outside the individual's jurisdiction but from the same vice presidential area. In the event that there is no manager who reports to the individual, two managers shall be selected from outside the individual's jurisdiction but from within vice presidential unit.

I. Executive Assistant to the President

- One (1) Vice President selected by the President
- Two (2) persons selected by the President
- Two (2) full-time tenured faculty members randomly selected by and from the Academic Senate
- Two (2) staff randomly selected campus wide

Reference: Title 5, *California Code of Regulations*

Approved by the Academic Senate

May 1981

Approved by the President

May 1981

Amended

5/95; April 2000

**APPENDIX A
MEMBERS OF THE MANAGEMENT PERSONNEL PLAN
SUBJECT TO PERIODIC REVIEW**

The following is a list of the positions covered by this policy. This list also designates the committee to be used for each position.

Provost and Vice President for Academic Affairs	A
Associate Provost	B
Associate Provost for Academic Resources	B
Associate Vice President for Academic Personnel	B
Associate Vice President for Grants and Research	B
Associate Vice President for Information Systems and Technology and Director of Information Technology Services	B
Deans	C
Associate Deans	C
Associate University Librarian	C
Vice President for Administration	E
Budget Officer	H
Director of Human Resources	H
Financial Management/University Controller	H
Director of Facilities Management	H
Chief of Police	H
Director of Business Information Technology Systems	H
Director of Environmental Health and Safety	H
Vice President for Student Affairs and Dean of Students	D
Associate Vice President / Associate Dean & Director, University Health and Psychological Services	H
Assistant Vice President for Enrollment Services	H
Executive Director, Student Life	H
Executive Director, Academic Enhancement Services & Director, EOP/Retention Support Programs	H
Executive Director, Federal Programs and Judicial Officer	H
Vice President for Advancement	E
Associate Vice President for Advancement	H
Assistant Vice President for University Relations	H
Director of Athletics	F
Executive Assistant to the President	I
Executive Director, Auxiliary Organizations	G

The President is reviewed periodically by procedures outlined by the CSU Board of Trustees and implemented by the Chancellor.