

Academic Administrator Evaluation

A&M-Commerce Procedure: 12.99.99.R0.14

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Responsible University Office:

Office of the Provost and Vice President for Academic Affairs

Responsible University Administrator:

Provost and Vice President for Academic Affairs

Academic administrators are evaluated according to their relative success in working with people, programs, policies, procedures and finances. A significant factor in judging administrator effectiveness is his or her performance in relation to the job description for the specific position held, as well as the individual's performance on special assignments.

Criteria for Evaluation of Academic Administrators

Specifically, administrators are evaluated according to their leadership qualities relating to: 1) Supporting strategic efforts on enrollment, retention, student engagement, community engagement, and related activities; 2) Facilitating department head, faculty and staff mentoring and development opportunities; 3) Providing responsible stewardship of the college's fiscal and educational resources; 4) Increasing the significance of the college by remaining agile, nimble, and innovative; 5) Enhancing employee engagement, recruitment and retention by managing people to align with our strategic plans; 6) Cultivating a welcoming, collegial, and professional environment in the college; and 7) Seeking opportunities to develop and to pursue an academic platform at Dallas as relevant to the college's programs, curricula, and research priorities.

Stages of Administrator Evaluation

Academic administrators are evaluated on an annual basis. The responsibility for evaluating administrators for the annual evaluation rests with the immediate administrative superior.

Biannually, the evaluation is comprehensive and more in-depth for the two-year period. The biannual comprehensive evaluation process includes evaluation by superiors and subordinates, as well as surveys of faculty, peers, students and others with whom the particular administrator works.

Evaluation Documents

Formats, instruments, and related items are developed specifically for each administrative position (department heads, deans, vice presidents, etc.) and are submitted through regular administrative channels to the provost and vice president for academic affairs for approval prior to implementing the evaluation process. General guidelines for the

evaluation items are established and maintained by the provost and vice president for academic affairs.

See [Procedure 12.99.99.R0.14](#) for more information.