



## GUIDELINES FOR REVIEW OF ADMINISTRATORS - ASSOCIATE PROVOSTS -

### Overview

In accordance with Academic Policy 03.03.004, a review of each academic associate provost will be undertaken every five years. The purpose of the five-year review is to provide stakeholders with an opportunity to evaluate the effectiveness of the associate provost's administration.

The five-year review is an evaluation of the associate provost's leadership and administrative performance and is not an evaluation of the unit(s) the administrator oversees. Support unit reviews are conducted independently of the associate provost's five-year review. All faculty, including academic administrators, are reviewed annually in accordance with UGA Academic Policy 03.03.001, *Annual Evaluation*. The senior vice president for academic affairs and provost's annual performance evaluation of each associate provost includes administrative and programmatic assessments as well as relevant criteria related to traditional faculty activities that align with the responsibilities of the administrator's position.

The Office of Accreditation and Institutional Effectiveness works in conjunction with the Office of the Senior Vice President for Academic Affairs and Provost to facilitate all five-year associate provost administrator reviews.

### Administrator Review Committee

The senior vice president for academic affairs and provost will form a review committee composed of five to seven members. The Office of Accreditation and Institutional Effectiveness will solicit nominations for committee membership from the associate provost's division as well as other areas of the University directly affected by the unit. The review committee will be chaired by a person from outside of the division of the associate provost under review.

### Administrator Review Process

#### 1. Associate Provost Self-Assessment

The first step in the associate provost's five-year review is the submission of a self-assessment report to the provost. The self-assessment report should briefly describe the following:

- the associate provost's responsibilities
- the associate provost's accomplishments during the previous five years, including how the associate provost has advanced the teaching, student success, research/scholarship, and service goals of his/her unit.
- to the extent the associate provost maintains active instruction, research, or professional service efforts, including involvement in student success activities in any of the assigned areas of effort, as appropriate (reference applicable PTU or other discipline-specific performance criteria or standards), provide the percent allocation of effort in the department/discipline and outline accomplishments during the previous five years submitting supporting documentation, as applicable



(e.g., student end of course experience surveys, peer evaluation of teaching, scholarly productivity outputs or metrics, assessments, etc.);

- the associate provost's goals for the future advancement of the unit;
- any foreseeable challenges for the unit in the next five years; and
- a list of individuals (not to exceed ten) who are familiar with his/her work as associate provost.

The self-assessment should not exceed six pages in length. The Office of Accreditation and Institutional Effectiveness will provide the review committee with the associate provost's written self-assessment.

### 2. Administrator Review Committee

The review committee is responsible for reviewing the associate provost's self-assessment, providing the associate provost's constituencies the opportunity to evaluate the effectiveness of the associate provost's leadership of the unit, and preparing a report to the provost that reflects a 360° evaluation (i.e., feedback from all the constituencies with whom the associate provost interacts) of the associate provost's overall performance.

### 3. Constituency Feedback

To solicit feedback on the associate provost's leadership from the unit's faculty, staff and other constituencies, the review committee may utilize one or more of the following:

- Confidential standardized questionnaires, developed for evaluation of the administrator's leadership
- Standardized letters and memos to request input from administrators of other campus units and leaders of relevant professional organizations
- Individual and/or group interview forums with the associate provost's direct reports, faculty, and staff

Other constituencies that may be solicited for feedback during the review process include senior administrators of other campus units, advisory boards, and leaders of relevant professional organizations.

The committee is expected to give equal consideration to each group of constituencies (all faculty and staff ranks and representatives from all constituencies with which the administrator interacts) when soliciting input for the review and writing the final committee report.

### 4. Administrator Review Committee Report

The committee will prepare a report that addresses two primary questions:

- What are the most significant accomplishments over the past five years related to the associate provost's leadership of the unit?
- What recommendations could be offered to the associate provost to improve unit administration?



The review committee report will be submitted to the provost and should not exceed six pages. A report (max 2 pages) from the department head in the administrator's academic home unit, if the administrator maintains active instruction, research, or professional service allocation of efforts in the unit, will be added to the review team report as an appendix. If needed, the committee chair will meet with the provost to review and clarify points in the report.

### 5. Review Follow-Up

The provost will provide the associate provost with a copy of the report and schedule a meeting with the associate provost to discuss the report. During the meeting, the associate provost and provost will determine goals and objectives based on the results of the report. Following that meeting, the Office of Accreditation and Institutional Effectiveness will provide a letter to the unit faculty and staff notifying them that the review has been completed.