GUIDELINES FOR REVIEW OF ADMINISTRATORS
- VICE PRESIDENTS-

Overview

In accordance with Academic Policy 03.03.004, a review of each academic vice president 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 vice president's administration.

The five-year review is an evaluation of the vice president'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 vice president'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 vice president 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 vice president 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 vice president'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 vice president under review.

Administrator Review Process
1. Vice President Self-Assessment
   The first step in the vice president'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 vice president's responsibilities
   - the vice president's accomplishments during the previous five years, including how the vice president has advanced the teaching, student success, research/scholarship, and service goals of his/her unit.
   - to the extent the vice president 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 appliable

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

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

2. Administrator Review Committee
   The review committee is responsible for reviewing the vice president's self-assessment, providing the vice president's constituencies the opportunity to evaluate the effectiveness of the vice president'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 vice president interacts) of the vice president's overall performance.

3. Constituency Feedback
   To solicit feedback on the vice president'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 vice president'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 vice president's leadership of the unit?
   - What recommendations could be offered to the vice president 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 vice president with a copy of the report and schedule a meeting with the vice president to discuss the report. During the meeting, the vice president 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.