

# 33.99.03.C0.02 Performance Reviews of Academic Administrators



Revised: September 11, 2023

Next Scheduled Review: February 28, 2027

[Revision History](#)

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## Procedure Summary

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Every year, administrators are evaluated by their direct supervisors, as described in university procedure 33.99.03.C0.01, *Performance Management for Staff and Administrators*. Academic administrators will set goals that are agreed to by their supervisors. The progress towards these goals and the demonstration of managerial skills will be the primary basis for the annual evaluation. As part of this evaluation process, academic administrators will seek input from the appropriate academic constituencies. These constituencies will have the regular opportunity to provide information about the effectiveness of the administrators under review, with the intent of improving the academic enterprise at Texas A&M University-Corpus Christi.

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## Procedure

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### 1. SOURCES OF INPUT FOR SUPERVISORS

The Office of the Provost and Vice President for Academic Affairs (Provost) will administer performance reviews for academic administrators. Evaluations of performance are determined by the supervisor with input from relevant constituencies. Individuals asked to provide input on academic administrators for their supervisors should do so according to their specific knowledge of the administrator's performance. The Provost will establish a rotation to include the following:

- All academic department chairs/supervisors and school directors will be reviewed by the members of their respective faculty and relevant staff following their first full academic year of appointment and annually thereafter. Formative feedback based on specific knowledge of the administrator's duties and actions will be solicited during their first year as part of the normal review cycle.
- All assistant/associate deans/directors of academic units (e.g., college,

school, library) will be reviewed by the members of their respective faculty and relevant staff following their first full academic year of appointment and annually thereafter. Formative feedback based on specific knowledge of the administrator's duties and actions will be solicited during their first year as part of the normal review cycle.

- All academic unit deans/directors will be reviewed by the members of their respective faculty and relevant staff following their first full academic year of appointment and annually thereafter. Formative feedback based on specific knowledge of the administrator's duties and actions will be solicited during their first year as part of the normal review cycle.
- All assistant/associate vice presidents in Academic Affairs will be reviewed by the members of their relevant faculty and staff following their first full academic year of appointment and annually thereafter. Formative feedback based on specific knowledge of the administrator's duties and actions will be solicited during their first year as part of the normal review cycle.
- The Provost will be reviewed by individuals reporting directly to the Provost following their first full academic year of appointment and annually thereafter. The Provost will also be reviewed by all current and previous-year members of the Faculty Senate following their first full academic year of appointment and annually thereafter. Formative feedback based on specific knowledge of the administrator's duties and actions will be solicited during their first year as part of the normal review cycle.

## 2. PERFORMANCE REVIEW PROCESS

The President's office will coordinate the review of the Provost. The Provost's office will coordinate the remainder of the academic administrator review schedule described above. For additional information on evaluation, see university procedure [33.99.03.C0.01, Performance Management for Non-Faculty Employees](#).

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## Related Statutes, Policies, or Requirements

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System Regulation [33.99.03, Performance Evaluations for Nonfaculty Employees](#)

University Procedure [33.99.03.C0.01, Performance Management for Non-Faculty Employees](#)

This procedure supersedes:

- [33.99.03.C1.03, Performance Reviews for Academic Administrators](#)
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## Contact Office

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Contact for clarification and interpretation: Provost and Vice President for Academic Affairs (361) 825-2722