33.99.03.C0.02 Performance Reviews of Academic Administrators

Revised: October 6, 2025
Next Scheduled Review: March 17, 2030
Revision History

Procedure Summary

Administrators are evaluated by their direct supervisors, as described in university procedures *33.99.03.C0.01, Performance Reviews of Non-Faculty Employees*, *33.99.99.C0.02, Assistant and Associate Deans/Directors of Academic Units*, and *33.99.99.C0.03, Academic Department Chairs*. 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.

Procedure

1. GENERAL

    1.1. 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.

    1.2. The performance review process described in the procedure also applies to interim academic administrators.

2. SOURCES OF INPUT FOR SUPERVISORS

    2.1. 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.

    2.2. The Provost will establish a rotation to include the following:

        2.2.1. All department chairs/supervisors of academic units (e.g., college,

school, library) will be reviewed by the members of their respective faculty and relevant staff provided the employee is in a full-time, permanently funded position. External reviewers can be added by request; however, they cannot include the current supervisor or other senior leadership. This review will occur after at least one full academic semester 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.

2.2.2. All assistant/associate deans/directors of academic units will be reviewed by the members of their respective faculty and relevant staff provided the employee is in a full-time, permanently funded position. External reviewers can be added by request; however, they cannot include the current supervisor or other senior leadership. This review will occur after at least one full academic semester 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.

2.2.3. All deans/directors of academic units will be reviewed by the members of their respective faculty and relevant staff provided the employee is in a full-time, permanently funded position. External reviewers can be added by request; however, they cannot include the current supervisor or other senior leadership. This review will occur after at least one full academic semester 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.

2.2.4. All assistant/associate vice presidents in Academic Affairs will be reviewed by the members of their relevant faculty and staff provided the employee is in a full-time, permanently funded position. The review will occur after at least one full academic semester and annually thereafter. External reviewers can be added by request; however, they cannot include the current supervisor or other senior leadership. 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.

2.2.5. The Provost will be reviewed by individuals reporting directly to the Provost provided at least one full academic semester has occurred and annually thereafter. The Provost will also be reviewed by all current and previous-year members of the Faculty Advisory Council 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.

2.2.6. Academic administrators holding dual appointments (e.g. interim dean and chair) will have one evaluation administered at the highest level.

3. COORDINATION OF REVIEWS

3.1. 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 Reviews for Non-Faculty Employees*.

3.2. The Provost's office will coordinate the review of assistant/associate vice presidents, deans/directors, assistant/associate deans/directors, and department chairs/supervisors.

3.3. Formative feedback for the assistant/associate vice presidents and deans/directors will be shared with the Provost's office.

3.4. Formative feedback for the assistant/associate deans/directors and department chairs/supervisors will be shared with the Provost's office and respective academic unit dean's/director's office.

Related Statutes, Policies, or Requirements

System Regulation *33.99.03, Performance Evaluations for Nonfaculty Employees*
University Procedure *33.99.03.C0.01, Performance Reviews for Non-Faculty Employees*
University Procedure *33.99.99.C0.02, Assistant and Associate Deans/Directors of Academic Units*
University Procedure *33.99.99.C0.03, Academic Department Chairs*

This procedure supersedes:

- *33.99.03.C1.03, Performance Reviews for Academic Administrators*

Contact Office

Contact for clarification and interpretation: Provost and Vice President for Academic Affairs

361.825.2722