

Document History

Responsible Administrator: President

Responsible Office: Presidents Office

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Approved by: President

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Policy and Procedures for the Evaluation of University Administrators

Purpose of Policy

Evaluation of University Administrators
In order to promote systematic analysis for the improvement of the institution th

Each Vice President will outline yearly individual performance goals and specific performance indicators reflective of long-term goals for his or her respective division and in accordance with the University's mission and strategic plan. Each Vice President will meet with the President to review these goals.

Following each academic year, each Vice President will document progress made in accomplishing the goals established for their respective division. Each Vice President will meet with the President to review these accomplishments.

Vice President's Annual Evaluation Form

The Vice President's Annual Evaluation Form contains rating scale items and open-ended questions which pertain to the general performance and responsibilities of the Vice President. Each Vice President may include up to five additional items for evaluation appropriate to the specific roles and functions of that individual. Technical assistance and preparation will be provided by the Office of Institutional Research.

During the spring semester, the Vice President's Annual Evaluation Form (one for each Vice President) will be completed by faculty, staff, students, and others as specified in the following section of this policy.

Technical support will be provided by the Office of Institutional Research for distribution, collection and analysis of data. Narrative comments will be compiled verbatim by the Office of Institutional Research. Responses on the Vice President's Annual Evaluation Form will be analyzed using descriptive statistics. The compilation of verbatim results as well as descriptive statistics will be provided to the President and the Board of Trustees.

