PERFORMANCE REVIEWS
OF ACADEMIC ADMINISTRATORS

University Procedure 33.99.03.C1.03—Approved December 13, 2004
Supplements System Regulation 33.99.03, University Rule 33.99.03.C1, and
University Procedure 33.99.03.C1.01

1. DIVISION OF ACADEMIC AFFAIRS EVALUATIONS

Every year, administrators are evaluated by their direct supervisors, as described in
University Procedure 33.99.03.C1.02. 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.

2. SOURCES OF INPUT FOR SUPERVISORS

Individuals asked to review academic administrators for their supervisors should take into
consideration the goals referred to in Section 1 of this document and the managerial skills
described in Section 2 of University Procedure 33.99.03.C1.02. Academic department
chairs are reviewed by their respective faculties annually. College Deans are reviewed every
two years by their respective faculties. Directors and assistant/associate directors are also
reviewed every two years by their respective staff members. The Director of the Library is
reviewed by the librarians and paraprofessionals every two years. Associate/Assistant deans, depending on their portfolios, are reviewed every two years by the
appropriate staff and/or faculty. The Provost is reviewed every three years by individuals
reporting directly to the Provost as well as Faculty Senators and members of the Academic
Council during that three year period.

3. PERFORMANCE REVIEW PROCESS

The Faculty Senate’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. This process does not preclude the Provost, colleges, departments, or other
academic units from requesting more frequent reviews, should circumstances warrant it.
For additional information on evaluation, see University Procedure 33.99.03.C1.02,
Performance Evaluation for Administrators.

Contact for Interpretation: Provost and Vice President for Academic Affairs

Texas A&M University-Corpus Christi Faculty Handbook