

33.99.03.C0.02 Performance Reviews of Academic Administrators

Approved December 13, 2004
Revised May 23, 2016
Next Scheduled Review May 23, 2021



Procedure Statement

Every year, administrators are evaluated by their direct supervisors, as described in University Procedure 33.99.03.C1.01 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.

Reason for Procedure

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.

Procedures and Responsibilities

1. SOURCES OF INPUT FOR SUPERVISORS

The Office of the 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 take into consideration the goals referred to in the Procedure Statement of this document. The Provost will establish a rotation to include the following:

- All academic department chairs 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.
- All Associate/Assistant deans will be reviewed by the members of their respective faculty and relevant staff following their first full academic year of appointment and biennially thereafter.
- All College Deans will be reviewed by the members of their respective faculty and relevant staff following their first full academic year of appointment and annually

thereafter.

- All Associate/Assistant 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 biennially thereafter.
- The Provost will be reviewed by individuals reporting directly to the Provost following their first full academic year of appointment and annually thereafter. The President's office will coordinate this review process. 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.

2. 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. For additional information on evaluation, see University Procedure 33.99.03.C1.01 Performance Management for Staff and Administrators.

Related Statutes, Policies, or Requirements

- [TAMU System Regulation, 33.99.03 Performance Evaluations for Nonfaculty Employees](#)
- [TAMUCC Procedure, 33.99.03.C1.01 Performance Management for Staff and Administrators](#)

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