

PILOT PROJECT ADMINISTRATIVE REVIEW PROCESS FOR VICE PRESIDENTS

The Administrative Review Process is a client-based performance feedback process that invites individuals, who have regular contact with a Vice President to provide input regarding that Vice President's performance to the Campus President for consideration in the formulation of the annual performance evaluation. Human Resources facilitates the process by providing the President with the names of the Vice Presidents who meet the criteria for an Administrative Review in a particular year. The President will notify the campus community when the Administrative Review Process is being initiated for a particular Vice President.

1. Vice Presidents will usually be evaluated through the Administrative Review Process in three year intervals. Generally, to be selected for an Administrative Review, a Vice President has completed at least eighteen (18) months of service. Typically, interim appointments are not included in the eighteen months. The discretion to select a Vice President for an Administrative review rests solely with the President.
2. The Vice President may provide a list of at least seven (7) suggested reviewers to be submitted to the President for selection. Human Resources will initiate the request for reviewer's names.

Lists of suggested reviewers should include persons with whom the Vice President comes into regular contact during the course of performing their duties and responsibilities, individuals who constitute the Vice President's "clientele" in the broadest sense of the word. Potential reviewers may be found at any level of the organization and may even be found in outside organizations. Potential reviewers should include:

- Other Vice Presidents
 - Staff who report to the Vice President
 - At least two faculty members (one faculty member to be identified by the Vice President and the other to be identified by the Academic Senate Executive Committee)
 - Other staff and/or managers, students, and faculty within and outside the division who interact with the Vice President being evaluated
 - Customers outside the University with whom the Vice President has regular contact in performance of their duties and responsibilities of the position.
3. Human Resources will forward the list of reviewers to the President for his/her final authorization. The President has the discretion to add or delete names from the list of reviewers. Human Resources will send solicitation letters to each reviewer selected providing instructions, due date, and the appropriate form. Responses can be made anonymously.

4. The President receives the completed forms directly from the reviewers.
 - In consideration of this information, along with the information provided by the Vice President on a self-evaluation, the President develops the Vice President's evaluation using the regular MPP Performance Evaluation Form.
 - The President decides what information to include in the development of the annual evaluation and in the performance discussion.
 - Confidentiality of the information provided by reviewer cannot be guaranteed. All of the Vice President Administrative Review evaluation forms, even those containing information disregarded by the President, must be shared with the vice president if requested.
 - President may also obtain reviewer feedback by other means such as asking for and receiving feedback verbally.
5. Whereas, the completed MPP Performance Evaluation form is placed in the official personnel file in Human Resources, the completed Vice President Administrative Review forms and self-evaluation are not placed in that file.

ADMINISTRATIVE REVIEW OF VICE PRESIDENT PERFORMANCE

Complete this form if you have been notified that you have been selected as an Administrative Reviewer

Introduction:

The Administrative Review process provides selected individuals with an opportunity to offer feedback on the performance of a particular Vice President.

If you feel that your interactions with the indicated Vice President during the current review period have been too infrequent or too superficial to allow you to provide an informed assessment of his or her performance, enter your name in the space for “name of Evaluator” and check the box under “Basis for Evaluations.” Do not complete the remainder of the form, but return the document to the President.

Instructions:

BASIS OF EVALUATION

1. Explain how you have come to have knowledge of the Vice President’s performance and how extensive your interactions are. (Be as specific as possible.)
2. How frequently do you interact with the Vice President? (e.g., daily? Weekly? Monthly?)
For what purposes do you interact with the Vice President? (to develop policy, to do committee work, to obtain information about . . . , to coordinate processes and procedures, etc.)

PERFORMANCE ASSESSMENT

1. On the basis of your firsthand knowledge, give specific examples of situations in which the Vice President has functioned effectively as a manager. Your assessment will carry more weight if it is detailed and specific rather than broad and categorical. Content is more important than quantity; a few concrete examples of effective performance are more useful than generalizations drawn from your observation of this employee. In short, you should seek to provide information upon which the President can base conclusions about the Vice President’s performance.
2. On the basis of your firsthand knowledge, describe specific areas in which you believe the Vice President’s performance could be strengthened. Again, strive to present the facts upon which your conclusions are based rather than your conclusions alone. Be specific, and, if possible, offer suggestions as to how the Vice President’s performance could be improved.

ANONYMITY

You can provide information anonymously by choosing not to sign the form. Administrative Review forms must be shared with the Vice President if so requested.

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE PRESIDENT