

## ADMINISTRATIVE REVIEW PROCESS TIME LINE

February has been identified as the month for Vice President evaluations to be completed. In addition to the annual evaluation required, every three years a vice president will participate in the administrative review process. By October 15<sup>th</sup>, the Director of Human Resources will notify the President of the names of the Vice Presidents who meet the criteria for an Administrative Review in that particular year. During the first week of November, the President will notify the campus community that the administrative review process is being initiated for particular vice presidents. At the same time, Human Resources will request reviewers' names be provided by the particular Vice Presidents by November 15<sup>th</sup>. Human Resources will send identified reviewers the guidelines and form no later than November 30. Administrative Review information must be submitted to the President by the first week of January. The final Performance Evaluation is due in Human Resources by February 28<sup>th</sup>.

October 15<sup>th</sup>: HR will notify President of the Vice Presidents who meet the criteria for review

First Week of November: President will notify campus of the administrative review process for specific VPs

First Week of November: HR requests reviewers' names from particular VPs

November 15<sup>th</sup>: Reviewers' names due in HR

November 30<sup>th</sup>: Reviewers' will have received guidelines and forms from HR

First week of January: Reviews information due in President's Office

February 28<sup>th</sup>: Finalized Performance Evaluation due to HR