

Georgia College & State University

Academic Affairs Handbook

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3.07.01 Academic Administrators Performance Evaluations

The essential purpose of academic administrative evaluation is to provide a systematic means of recognizing and documenting the significant administrative work of those evaluated; provide a continuing comment on administrative performance; and encourage an academic administration that is responsive to the mission of the college including both teaching environment and professional development of faculty and staff.

Performance evaluation may also be used in deciding on the retention of an academic administrator and in decisions regarding compensation. Performance evaluation of an academic administrator will not be used in decisions regarding tenure, promotion, or academic rank. These decisions are based on faculty performance in the area of teaching, research, and service. Administrators do not hold tenure with respect to administrative positions; tenure may be awarded for faculty rank only. Academic administrators who hold faculty rank and who are assigned teaching responsibilities are thus evaluated by both this performance evaluation and by the faculty review system. One evaluation does not substitute for another.

All academic administrators must be evaluated by their supervisor at least once per year on a calendar year basis. Specific evaluations may occur at any time unusual administrative performance, circumstances, or accomplishments warrant.

Academic Administrators responsibility in completing administrative evaluation is outlined below. The administrative evaluation has six parts to it:

1. Information Form

Includes name and program of the evaluatee, current title, academic rank, date evaluation form prepared, date of appointment in current position, date first employed at GCSU, evaluation period, name of evaluator and reviewer, and an analysis of the administrative environment including comments by the evaluatee and comments by the evaluator.

2. Job Description Form

Evaluatee is to enter the position definition and major duties corresponding to his/her position

3. Major Objectives for Current Evaluation Period Form

The Evaluator reviews the major objectives mutually agreed upon for the current evaluation period.

4. Major Objectives for Upcoming Evaluations Period Form

The Evaluator is to approve a list of a minimum of three (3) major objectives to be completed in the upcoming evaluation period. The major objectives should be designed to substantively enhance the range or quality of services within the Program, improve operational procedures and/or increase efficiency.

5. Performance Evaluation Form

The Evaluatee is to complete the self-evaluation form and submit it to the Evaluator. The due date for this form is located here [Academic Administrative Evaluation Timetable](#). The Evaluator will use the same form (Performance Evaluation Forms) to make an overall assessment with the Evaluatee.

6. Recommendation Review Form

The overall performance evaluation and recommendation for reappointment must be reviewed and approved by the Vice President/Dean of the School

Part IV, Evaluation of Academic Administrators by others

All faculty have the opportunity to participate in the evaluation of the academic administrators. At their discretion they may complete evaluations on department chairs, deans, directors, assistant vice presidents, associate vice presidents and the Vice President/Dean of Faculties by using the PART IV Academic Administrators Evaluation Form, [Located here](#)). Under Georgia state law, all evaluations are considered subject to the open records law. There will be an in depth review of academic administrators conducted every 5 years by the supervisor. The schedule of these 5 year reviews is located here, [Administrative 5 Year Review Time Table](#).

PERFORMANCE EVALUATION FORMS - ACADEMIC ADMINISTRATORS

http://info.gcsu.edu/intranet/acad_affairs/forms

Comments or Questions

Last updated January 3, 2005

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3.07.02 Five Year Review of Academic Administrators

***BOR Reference:* Board of Regent Policy Manual: 8.3.5.3**

<http://www.usg.edu/policymanual/section8/>

GCSU Procedures: All faculty have the opportunity to participate in the evaluation of the academic administrators. At their discretion they may complete evaluations on department chairs, deans, directors, assistant vice presidents, associate vice presidents and the Provost by using the PART IV Academic Administrators Evaluation Form. Under Georgia state law, all evaluations are considered subject to the open records law. There will be an in depth review of academic administrators conducted every 5 years by the supervisor. The instructions are located in the [Academic Affairs Toolkit](#). Also, the Five Year Administrative Review Team Report form is available on the Academic Affairs Handbook Forms site.

Forms/Materials:

[Academic Affairs Handbook Forms Link](#)

[Administrative 5 Year Review Time Table](#)

Comments or Questions

Last updated August 1, 2007

Note: If this form is used as part of the Five Year Administrative Review process, the form should be returned to the administrator's supervisor. You DO NOT need to sign this form.

If this form is used as part an Annual Administrative Review, the form should be returned to the person being evaluated. You DO NOT need to sign this form.

Part IV Academic Administrator Evaluation Form

Administrator: _____ Date: _____

This evaluation has two sections. You may complete either the first or second section, or both, depending upon your personal preference.

Section I

Use this first section to provide a written evaluation of the administrator, including specific concerns and/or words of praise. To make your evaluation more useful, please include illustrations of exceptional or deficient performance, and suggestions for improvement, if improvement is needed. Your text will scroll down as you type, providing a total of two pages of available space for your comments.

Section II

Section II provides a more structured way for you to evaluate administrators using the general categories found in the BOR Policy Manual. This section can be a stand-alone evaluation, or it may be used in conjunction with Section I above to provide a richer evaluation. You are encouraged to make comments to illustrate your ranking, or provide suggestions for improvement, in the blanks below each item.

Please note that the statements below the seven evaluation categories (Leadership Qualities, Management Style and Performance, etc.) are simply examples of good performance in each category. The descriptive statements are not intended to be exhaustive or to preclude you from applying your own definition to each evaluation category.

1. Leadership Qualities

- Develops clear and reasonable expectations and priorities
- Facilitates individual and departmental accomplishments
- Keeps informed about each department or administrative unit within area of responsibility
- Stimulates faculty and/or staff collaboration in setting and achieving goals
- Motivates and encourages faculty and/or staff to achieve unit and institutional goals
- Establishes an overall climate of cooperation and collegiality

____ Excellent ____ Good ____ Fair ____ Poor ____ Not Applicable

Comments:

2. Management Style and Performance

- Selects and retains outstanding faculty, staff, or administrators
- Facilitates resolution of disputes between faculty, staff, and administrators within unit
- Uses data appropriately in making decisions
- Encourages and supports the professional development of employees within unit
- Effectively manages crises and unexpected situations
- Facilitates the process of promotion and tenure (academic administrators only)

Excellent Good Fair Poor Not Applicable

Comments:

3. Planning and Organizing Capabilities

- Conducts regular reviews of administrative unit
- Anticipates future needs and executes appropriate planning
- Mobilizes resources in unexpected situations to achieve positive outcomes
- Provides opportunities for departments or employees to explain their needs
- Communicates goals, benchmarks, and successes to administrative units, faculty, and staff
- Publicizes individual and unit accomplishments

Excellent Good Fair Poor Not Applicable

Comments:

4. Effective Communication Skills

- Solicits faculty/staff opinion on relevant issues or concerns
- Keeps faculty/staff informed of important developments
- Uses communication media effectively
- Listens and responds to faculty/staff concerns

Excellent Good Fair Poor Not Applicable

Comments:

5. Accountability for Diversity Efforts

- Implements diversity policy
- Makes appropriate efforts to retain diverse faculty and/or staff
- Creates a climate where diversity is valued

Excellent Good Fair Poor Not Applicable

Comments:

6. Success at Meeting Goals and Objectives

Develops plans and strategies for achieving the goals of administrative unit
Allocates resources in a fair and wise manner

____ Excellent ____ Good ____ Fair ____ Poor ____ Not Applicable

Comments:

7. Impact on University's Major Programs

Note: Several of the descriptive statements below are appropriate for academic administrators including the VP of Academic Affairs, academic deans, and department chairs, but less appropriate for administrators who do not supervise faculty or deal with academic programs. Please take this into consideration when making your evaluation.

Provides balance among teaching, research, and service
Improves undergraduate and/or graduate programs
Improves research and scholarly contributions
Improves the quality of teaching
Improves public/professional service.

____ Excellent ____ Good ____ Fair ____ Poor ____ Not Applicable

Comments: