

Guidelines for Review of Academic Affairs Directors

Purpose

This document provides guidance for the review of Directors who report directly to the Senior Vice President for Academic Affairs and Provost and the review of Directors who report to a Vice President who reports to the Senior Vice President for Academic Affairs and Provost. These Directors will be given periodic performance reviews, ordinarily undertaken at five-year intervals. These guidelines are intended to provide a procedure whereby an assessment can be made that balances the accomplishments of the Director with any recommendation that may improve the quality of administration.

Formation of Director Review Committee

The appropriate Vice President will form a review committee with a membership usually in the range of from five to seven members. The Vice President will solicit nominations for membership from the unit as well as from other areas of the university directly affected by the unit. The committee chair ordinarily will be a person from outside of the unit of the Director who is under review.

The Director's Preparation

The Vice President will ask the Director to prepare a statement for the committee that includes: 1) a description of the Director's responsibilities, 2) a summary of the Director's accomplishments over the period since the last review or initial appointment, 3) a brief report on major plans and challenges for the next several years, and 4) a list of names (not to exceed ten) of individuals who are familiar with his/her work. This document will form the initial working document for the committee.

Charge to the Committee

The committee will meet initially with the Vice President to review the charge. The Director's statement will be provided to each committee member. The principal charge to the committee will be to prepare for the Vice President a report on the performance of the Director. The report should not be lengthy and should be designed to address two questions: (1) What accomplishments, administrative or programmatic, since the last review (or initial appointment) are most significant? and (2) What recommendations could be offered to the Director in administrative style, policies, or procedures to improve the unit's administration?

Committee Process and Report

Although the committee will develop its own process, the process must include input from all faculty and staff of the unit, whether as groups or individuals, and other UGA personnel having working relationships with the Director. Where appropriate given the mission of the unit, information should also be obtained from institutional organizations that have working relationships with the Director and from any related external constituencies.

A concise committee report must include a summary of principal accomplishments, directions for the future, and barriers to and suggestions for future progress. Individual forms, surveys, letters, notes, and other raw data should not be part of the report.

Follow-Up

The committee chairperson will meet with the Vice President to review and clarify points in the report. Following this, a copy of the report will be provided to the Director to review before he/she meets with the Vice President. The Vice President will meet with the Director to discuss the contents of the report, consideration for changes, if any, that need to be made, and plans to disseminate the information to the unit. The Vice President will submit the report plus additional findings and conclusions to the Senior Vice President for Academic Affairs and Provost.