

STEPHEN F. AUSTIN

STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Performance Review of Officers Reporting to the Provost and Vice President of Academic Affairs

**Policy Number:** 4.8

**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise

**Date of last revision, if applicable:** 4/15/2014

**Unit(s) Responsible for Policy Implementation:** Provost and Vice President for Academic Affairs

**Purpose of Policy (what does it do):** Certifies that the provost will have annual reviews of those reporting to this office. Also, certifies a review every three years (that will include comments from peers and supervisees) for same.

**Reason for the addition, revision, or deletion (check all that apply):**

- ☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding  
☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** No substantive changes.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Policy Committee

Dr. Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

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## **Performance Review of Officers Reporting to the Provost and Vice President of Academic Affairs**

**Original Implementation:** December 6, 1979

**Last Revision:** ~~April 15, 2014~~ January 31, 2017

The provost and vice president for academic affairs will conduct an annual performance review of each administrator who reports directly to the provost's office. The review will focus on the performance of assigned responsibilities.

During the second year of service and once every three years thereafter, the review will be augmented by written input from peers, including appropriate deans, academic unit heads, faculty, and administrative staff. The provost and vice president for academic affairs is responsible for developing the survey questions.

The provost and vice president for academic affairs will submit a summary report to the individual reviewed and to the president.

**Cross Reference:** None

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs