



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

### **Purpose**

Guidelines for performance reviews of officers reporting to the Provost and Executive Vice President for Academic Affairs.

### **Persons Affected**

Deans, Directors

### **Definitions**

None.

### **Policy**

The Provost and Executive 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.

### **Procedures**

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 Executive Vice President for Academic Affairs is responsible for developing the survey questions.

The Provost and Executive Vice President will submit a summary report to the individual reviewed and to the president.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

Regents' *Rules and Regulations*, Rule 31101, Evaluation of Administrators

### **Responsible Executive**

Provost and Executive Vice President for Academic Affairs

### **Forms**

None

### **Revision History**



**STEPHEN F. AUSTIN  
STATE UNIVERSITY**

Handbook of  
Operating Procedures

Policy Number: 02-109  
Last Revised: N/A

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