

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

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

**Policy Number:** 4.8

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

**Date of last revision, if applicable:** 1/28/2022

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

**Purpose of Policy (what does it do):** This policy provides guidelines for performance reviews of officers reporting to the provost and executive vice president for academic affairs.

**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:** N/A

**Specific rationale for each substantive revision:** Minor edits and new policy name.

**Specific rationale for deletion of policy:** N/A

*Additional Comments:*

Reviewers:

Academic Affairs Policy Committee  
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs  
Damon Derrick, General Counsel

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

Original Implementation: December 6, 1979

Last Revision: January ~~28, 2020~~30, 2023

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.

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.

**Cross Reference:** None

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

**Forms:** None

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

**Revision History:**    January 28, 2020  
                              January 31, 2017  
                              April 15, 2014  
                              January 28, 2014  
                              October 18, 2010