

*Superseded by PS 90-03*

California State University, Long Beach

POLICY STATEMENT

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File: Academic Review

**Academic Senate Office**

This policy was recommended by the Academic Senate in its meeting of February 14, 1985 and received the concurrence of the President on March 22, 1985.

SUBJECT: POLICIES AND PROCEDURES FOR REVIEW OF ACADEMIC ADMINISTRATORS\*

This document establishes policies and procedures for the review of academic administrators who are line officers (normally with academic retreat rights) in the following academic-administrative assignments:

- Vice President for Academic Affairs
- Associate Vice President for Academic Affairs--Academic Personnel
- Associate Vice President for Academic Affairs--Instructional Programs
- Deans of the Schools and The Graduate Center for Public Policy and Administration
- Director, University Library

I. OBJECTIVES

The overall objective of the review is to provide the President or Vice President for Academic Affairs, as appropriate, and the individual being reviewed with an assessment of the effective carrying out of the educational mission of the Division, School, or Program, and the strengths and weaknesses of the leadership and administrative performance of the individual being reviewed.

\*NOTE: These procedures are not to be confused with those contained under the Management Personnel Plan, which is a separate annual review process.

Confidentiality shall be preserved in all phases of the review process. Such confidentiality is essential to protect the employee being reviewed and to maintain the integrity of the process.

## II. PROCEDURES

Every five (5) years a review shall be made of each academic-administrator listed in this document. The President or, if appropriate, the Vice President for Academic Affairs may also initiate reviews more frequently.

The individual being reviewed shall present information and documentation to the President or Vice President for Academic Affairs on the activities, accomplishments, progress, and problems of the Division, School, or Program during the preceding five (5) years. The President or Vice President for Academic Affairs may obtain additional information relevant to the review from other appropriate sources. Such information should come from the leadership of the Academic Senate, of student associations, of alumni/community-based advisory groups, and from other campus administrators.

### Establishment of Review Committee

When notified by the Associate Vice President for Academic Affairs--Academic Personnel that an academic administrator is due for review, the President or Vice President for Academic Affairs shall call for the establishment of an Administrative Review Committee. This call shall be directed to the Academic Senate in the case of academic-administrative reviews to take place outside of the Schools (or equivalent administrative unit). Within the Schools, the call shall be made to the duly constituted faculty consultative body. Normally, Administrative Review Committees shall be constituted as follows:

1. Four tenured faculty members selected by the Academic Senate or, in the case of the Schools, by the duly constituted faculty consultative body;
2. One equivalent academic-administrator selected from another campus and invited by the President or Vice President for Academic Affairs;
3. One member of the staff selected by the staff of the Division, School, or Program involved;
4. One student member, selected by the President of the Associated Students or, in the case of the Schools, by the duly constituted student organization;
5. When appropriate, the President may appoint a representative from the community at large.

In consultation with the Review Committee, the President or Vice President for Academic Affairs shall establish the ways and means by which the review will be accomplished.

Early in the review process, the Review Committee shall meet with the Vice President for Academic Affairs; in the case of the review of Vice Presidents, Committees shall meet with the President. The purpose of the meeting is to discuss the review process, the timelines by which the review shall be completed, and the criteria to be used in the assessment of the individual being reviewed. For all reviews, the administrative and staff support shall be provided by the Associate Vice President for Academic Affairs--Academic Personnel.

#### Report and Documentation

The Review Committee shall submit to the President or Vice President for Academic Affairs a confidential written report of the review and findings on the performance of the individual being reviewed. Prior to submitting its final report, the committee shall provide a copy to the individual being reviewed to afford that individual an opportunity to make a written response, if any, within a reasonable length of time.

Following submission of the Review Committee's final report and the written response, if any, the President or Vice President for Academic Affairs shall meet with the individual being reviewed.

The Chair of the Academic Senate shall be informed of the completion of the review, and the final report shall be filed in the individual's personnel file by the Associate Vice President for Academic Affairs--Academic Personnel.

