



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Periodic Non-academic Administrative Review Process	
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It is the policy of California State University, Long Beach (CSULB) to evaluate the performance of all employees included in the Management Personnel Plan (MPP) to 1) provide objective and specific information regarding individual and organizational performance; and 2) provide information and suggestions for improvement of individual and organizational performance.

I. Applicability of this Guideline

- A. Each employee in the Management Personnel Plan will participate in the annual performance appraisal and evaluation procedures. In addition, incumbents in selected senior administrative positions will participate in periodic evaluations as described in this policy.
- B. Current Academic Senate policy includes procedures for periodic review of academic administrators in the Division of Academic Affairs, therefore, that policy takes precedence for Academic Affairs MPP positions.

II. Non-academic Administrative Positions to be reviewed

- A. Administrators who have served a minimum of three years, in the listed position, shall be subject to review. For purposes of this guideline, years of service in a position is defined as the period the administrator has served in the position whether in an acting, interim, or permanent appointment.
- B. The positions included in this review process are selected by the following criteria:
 - 1. Line managers reporting directly to the President, Vice President for Administration and Finance, Vice President for Student Services or the Vice President for University Relations and Development, and/or
 - 2. Staff managers reporting directly to the President.
 - 3. Other managers added to this policy at the discretion of the President or division executive.
- C. The senior non-academic administrative positions (or their functional equivalency should organizational titles change) to be included in the periodic review process are listed below:

Office of the President

Director, Equity and Diversity
 Executive Assistant to the President
 Ombuds

Administration and Finance

Vice President, Administration and Finance
 Associate Vice President, Budget and Human Resource Management
 Associate Vice President, Enrollment Services
 Associate Vice President, Financial Management
 Associate Vice President, Information Technology Services
 Associate Vice President, Physical Planning and Facilities Management
 Associate Vice President, University Services, Chief of Staff



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Athletics

Director, Athletics

Student Services

Vice President for Student Services
Associate Vice President, Student Services
Associate Vice President, Dean of Students
Director, Housing and Residential Life
Director, Student Health Center

University Relations and Development

Vice President for University Relations and Development
Associate Vice President, University Relations and Development
Associate Vice President, University Relations
Assistant Vice President, Alumni Relations

III. Process Administrative Responsibility

By request of the President, the Vice President for Administration and Finance or designee shall be responsible for the implementation of the periodic Administrative Review Process for non-academic administrators.

IV. Administrative Review Committees

A. Membership: There shall be one Administrative Review Committee (ARC) established for each individual being reviewed. Each ARC shall consist of the following members:

1. One tenured faculty member recommended by the Academic Senate.
2. One staff member recommended by the Staff Council.
3. One student member recommended by the Associated Students, Inc. or one alumna/alumnus recommended by the CSULB Alumni Association.
4. One CSULB administrator recommended by the President or appropriate division executive of the position being reviewed.
5. At the discretion of the President or division executive, one additional member may be selected to serve on the ARC. This assignment is normally based on the area of responsibility of the administrator being reviewed and by the procedure specified above.

B. Selection of the Members

1. At the direction of the President, the Vice President for Administration and Finance will initiate the requests for recommendations of people willing to serve on an Administrative Review Committee (ARC) in the upcoming cycle.
2. All recommendations of ARC members will be forwarded to the Vice President for Administration and Finance who will coordinate the specific committee assignments with the appropriate division executive.
3. Each committee reports to the appropriate division executive.
4. Each committee is appointed "ad-hoc" and as such their work is to be concluded during the review year.
5. Each committee will select a chair at the first meeting. All correspondence issued by the committee shall be submitted under the signature of the chair.



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C. Support to and for the Committees

1. The President or appropriate Vice President is responsible for providing support staff for each of his/her ARCs. In addition to attending all meetings of the ARC, the support staff person is expected to provide logistical support, clerical support, etc.
2. Each division executive has the responsibility of calling the first meeting of each Administrative Review Committee and setting the charge of the committee. Divisions should attempt to coordinate this evaluation with the annual review process.

V. Administrative Review Committee Responsibility and Process

- A. Each ARC is responsible for collecting, organizing and summarizing relevant data concerning the administrator's performance during the interval since the last review (or for the three year period preceding the administrator's inclusion in the review process.)
- B. Suggested criteria to consider will include, but is not limited to, general administrative effectiveness, working relations within the CSU system and or the LB campus, community relations and professional service, and leadership/management skills.
- C. The Office of Benefits and Staff Human Resources shall maintain a file of sample evaluation instruments (surveys, questionnaires, etc.) that may be used by the committee.
- D. The process shall include a meeting of the committee and the administrator to be reviewed prior to the start of the evaluation process.
- E. Upon completion of the review, a copy of the evaluation is forwarded to the reviewed administrator. The reviewed administrator shall be granted two weeks to respond to the evaluation and/or request a meeting with the review committee. A copy of the final evaluation along with any supporting documentation and response by the reviewed administrator, shall be sent to the appropriate division executive. At the discretion of the division executive, a meeting of the division executive with the committee will be provided.
- F. Upon receipt of the committee's work, the division executive will meet with the individual being reviewed to discuss the evaluation. The committee's final evaluation, if any, shall become part of the permanent personnel record maintained by the Office of Benefits and Staff Human Resources. All records will remain confidential.
- G. Each division executive is responsible for reporting the results of the evaluations conducted in his/her division to the President.

VI. Periodic Review Schedule

No division will conduct more than one-half of its administrative reviews in any given review year.

By June 30, after consultation with the division executives, the Vice President for Administration and Finance will prepare the list of administrators to be reviewed in the subsequent year. A request for recommended committee members is forwarded to the appropriate councils and organizations.

By September 15, the names of recommended committee members are forwarded to the Vice President for Administration and Finance.



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By October 1, individual committees are formed by the appropriate division executive.

By October 15, the first meeting of each ARC to be called and Chair selected.

By April 1, the completed evaluation is submitted to the appropriate division executive for action and discussion with the affected administrator.

VII. Confidentiality

University policy, state and federal laws regarding confidentiality, as well as appropriate professional ethics, will be observed in obtaining information, in implementation of the procedures, and in the reporting procedures.

FORMS: NA