

UTMB HANDBOOK OF OPERATING PROCEDURES

Section 10	Academic Policies	11/14/06 -Originated
Subject 10.2	Academic Faculty Policies	02/06/14 -Reviewed w/ changes -Reviewed w/o changes
Policy 10.2.1	Evaluation of Academic Administrators	02/28/14 - Effective Council of Deans -Author

Evaluation of Academic Administrators

Definitions

Academic Administrators – For purposes of this policy, academic administrators includes but may not be limited to: Chief Academic Officer, Dean, Department Chair, Center Director, Institute Director and Directors of academic programs.

Policy

In accordance with SACS Comprehensive Standard 3.2.10 and IHOP 10.1.3, Review of Existing Degree Programs, all academic administrators as defined in this policy will be evaluated annually by their immediate supervisor.

Additionally, an evaluation which includes input from faculty, staff, students, and where appropriate alumni, will be completed at least every six years.

An external review of an academic program, or in the case of the Dean, an external review of a School, shall suffice for this required six-year review.

University faculty who hold academic administrative positions as head of academic units, such as department chairs, program directors, and center and institute directors, serve in these successive one-year appointments at the pleasure of the dean of the school in which they hold their appointments, and the President. Deans serve at the pleasure of the President.

Procedures

The President or designee shall appoint a committee to conduct a review of all academic administrators, at least every six years. This committee shall include a member of the UTMB Faculty Senate.

A written report will be provided to the academic administrator under review and to the immediate supervisor. The report will also be made available to the Chief Academic Officer, the President, and the Executive Vice Chancellor of Health Affairs of the UT System.

References

Regents' Rules and Regulations Series 30501 – Employee Evaluations
Regents' Rules and Regulations Series 31101 – Evaluation of Administrators
19 Texas Administrative Code §5.52
IHOP 3.6.5, Performance Management Program
IHOP 10.1.3 Review of Existing Degree Programs
SACS Comprehensive Standard 3.2.10
