

Proposed USC Policy for Periodic Evaluation of  
Academic Administrators

**I. Policy**

Every line administrator and associated staff shall be subject to a periodic five-year review.

**II. Purpose**

The purpose of this policy is to:

- A. provide for evaluation of the administrator, and associated staff;
- B. make recommendations to the next highest administrative officer.

**III. Definition**

For the purpose of this policy, a "line administrator" is one who reports directly or indirectly to the President or to the Vice President for Academic Affairs and Provost. These include vice presidents, academic deans, chancellors, regional campus deans, vice provosts, department chairs, and directors of centers, institutes, and research units.

**IV. Procedure**

Because of the University's diversity, this policy does not describe the specific process for periodic review of academic administrators and their associated staffs.

- A. Each academic administrator who reports to a Vice President shall, in consultation with the Vice President and the appropriate administrative and faculty groups, develop a procedure for review of subordinate administrative officers and their associated staffs.
- B. The Vice President for Academic Affairs and Provost shall appoint a review committee. Faculty of the dean's unit, appropriate faculty from related units, and academic administrative peers shall serve on the review committee. Where appropriate, members of external advisory or partnership boards may also be appointed to the review committee. The majority of the committee shall be faculty.
- C. The review committee shall meet with the dean at the start of the review.
- D. The dean shall submit to the review committee a report on past accomplishments and future plans. The report will cover at least the following subjects:

1. Teaching;
2. Research;
3. Service;
4. Financial management and fund raising;
5. Human resources (faculty, staff, and students);
6. Planning; and
7. Affirmative action.

The dean may also provide the names of persons outside the University who can comment on the dean's abilities. The committee shall contact the named persons for their comments.

- E. The chair of the committee shall invite the faculty of the dean's unit to submit written comments on the dean's performance in the listed areas, and may survey the faculty with written questionnaire.
- F. The committee shall solicit oral and written comments from all members of the unit's faculty, staff, and students.
- G. Before completing its deliberations, the committee shall meet with the dean to discuss a preliminary report.
- H. The committee shall submit its report to the Vice President for Academic Affairs and Provost. At either's request, the committee will meet with the Vice President for Academic Affairs and Provost to discuss the report.
- I. The Vice President for Academic Affairs and Provost shall discuss the report of the committee with the dean.
- J. Except as provided in the preceding paragraph, all participants in the review process will keep confidential the report and all information received during the review. The Vice President for Academic Affairs and Provost shall retain all review documents as confidential personnel materials.
- K. The Vice President for Academic Affairs and Provost shall report to the faculty of the unit on the conclusion of the review.