

**Periodic Review of Senior Administrators by the  
Provost and Executive Vice President  
Guidelines for FSH 3320**

**Periodic Review**

A periodic review of each senior administrator who reports directly to the provost and executive vice president is conducted at least every five years of employment in the administrative assignment, as described in FSH 3320 D-4. The purpose of the review is both formative and summative, that is, to acknowledge accomplishments and to provide a process for continuous professional development. Five years is a maximum; the provost and executive vice president may initiate a review at any time s/he determines a review is needed. The process shall include at least the steps described below:

1. The provost and executive vice president selects at least one university administrator from outside the unit to serve. If more than one administrator is selected to serve; one will be selected to chair and convene the periodic review committee. The chair is responsible for communications with the senior administrator, for presenting the portfolio and supporting information to the committee, and for facilitating all aspects of the process, including gathering feedback. The committee is additionally comprised of unit administrators, faculty, and staff. A minimum of one student from the unit shall play an advisory and liaison role with the committee. The provost and executive vice president solicits nominations for service on the committee from the senior administrator and from unit administrators, faculty, staff, and students in the unit, and appoints the committee.
2. The senior administrator prepares a report or portfolio ("portfolio"), to include a summary (limited to 6 pages) of his or her administrative achievements for the period under review, which may include the current year. The summary should highlight administrative accomplishments, but may include other accomplishments reflecting the criteria for annual performance evaluations. In addition to the summary, the portfolio should include a one page contextual statement and one page reflection statement. This portfolio is submitted to and considered by the review committee.
3. The senior administrator also prepares information for a website that complements the portfolio but differs in that it should summarize for internal and external constituents the position responsibilities in the context of the unit and within the university. The website is intended to be a tool to provide supporting evidence of performance in the administrative role which may not otherwise be available. The Office of the Provost and Executive Vice President will host and support the website, which will be published when the review is launched and will be removed upon its conclusion.
4. The review committee will provide an opportunity for all unit administrators, faculty, staff and students to provide input at minimum through a standardized survey provided by the Provost's Office. Survey results are collected by the Provost's Office and provided to the chair of the committee. The review committee is encouraged to seek additional input through other processes such as meetings, data collection, focus groups and interviews. Opportunity for feedback must also be provided both to appropriate unit constituent groups (including advisory councils) and to university peers.

5. All information gathered in the review process will be aggregated to assure confidentiality of individual input and evaluations, so as to create a confidential environment for frank and candid discussion. Raw data will be destroyed by the Office of the Provost and Executive Vice President at the time the final committee report is created. The committee chair is responsible for developing the draft report summarizing the findings and recommendations, and for seeking consensus about its content from the committee. The report should be formatted in such a way that it addresses, in the order identified by the template, all information provided in the portfolio and supporting materials. Raw data are not provided to the administrator, but the aggregated information derived from it should be addressed in the committee's report. The review committee chair shares the report with the senior administrator, providing an opportunity for her/him to clarify factual misunderstandings with the committee through a written statement that will be attached to the report. The report and, if applicable, senior administrator statement are provided to the provost and executive vice president.
  
6. The provost and executive vice president may, at his/her discretion, meet with the review committee chair, and then shall conference with the senior administrator. The senior administrator may submit a written statement following the conference with the provost and executive vice president to clarify any additional factual misunderstandings. The provost and executive vice president then prepares a written summary of the committee's findings and recommendations, and submits her/his report, the committee report, and any statements from the senior administrator, to the president. The provost and executive vice president provides feedback to the senior administrator under review. The entire report is filed in the Office of the Provost and Executive Vice President and raw data are destroyed.

**Senior Administrator Periodic Review Portfolio Template**

Period of Review: Year \_\_\_\_ thru Year \_\_\_\_

**NAME AND POSITION:** \_\_\_\_

**CONTEXTUAL STATEMENT** (limited to 1 page):

*(start here and remove directions)--(A contextual statement provides the committee with a brief overview of the period of time under review, the environment in which the work was completed, and major accomplishments and challenges)*

**SUMMARY OF ADMINISTRATIVE ACHIEVEMENTS** (limited to 6 pages):

*(start here and remove directions)--(Information provided represents achievements and highlights the accomplishments in each of the areas below over the course of the review period.)*

- 1. Teaching and Learning**---Enable student success in a rapidly changing world through transformed teaching and learning.  
*(start here)*
  
- 2. Scholarly and Creative Activities**---Promote excellence in scholarship and creative activity to enhance life today and prepare us for tomorrow.  
*(start here)*
  
- 3. Outreach and Engagement**---Meet society's critical needs by engaging in mutually beneficial partnerships.  
*(start here)*
  
- 4. Organization, Culture and Climate**---Be a purposeful, ethical, vibrant and open community.  
*(start here)*
  
- 5. Diversity, Human Resources, Citizenship**  
*(start here)*
  
- 7. Enhance Revenue**  
*(start here)*
  
- 8. Service, Professional Development**  
*(start here)*

**REFLECTION STATEMENT** (limited to 1 page):

*(start here and remove directions)--(A reflection statement provides the committee with a summary of additional points or clarifications not already addressed in the template)*

**ATTACH YOUR CURRENT UNIVERSITY OF IDAHO STANDARD CURRICULUM VITAE**

*The vitae is not considered part of the maximum 8 pages allowed for the portfolio.*