

**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:

**Guideline of steps:**

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 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.
  - The chair is responsible for communications with the senior administrator, for presenting the review portfolio and supporting information to the committee, and for facilitating all aspects of the process, to include the gathering of feedback.
2. The senior administrator prepares a periodic review report according to the template that is provided. The report consists 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. The periodic review report additionally includes a one page contextual statement, information about organizational structure, information about constituent relationships, and one page reflection statement. A current CV using the UI standard CV template is also submitted. This periodic review report is **submitted to the chair of the review committee** and considered by the review committee.
3. The review committee will provide an opportunity for all unit administrators, faculty, staff and students to provide input. The review committee is encouraged to seek input through 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. The Provost and Executive Vice President may determine it is appropriate to collect feedback from university peers and the method of collection.

4. 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 at the time the final committee report is created.
  - The committee chair is responsible for developing the formal findings of the committee that summarizes the recommendations, and for seeking consensus about its content from the committee.
  - The committee's report should be formatted in such a way that it addresses, in the order identified by the periodic review report template, all information provided in the review portfolio and supporting materials.
  - Raw data are not provided to the senior 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 following components are submitted to the vice provost for academic affairs:
    - The committee's report
    - The senior administrator's periodic review report, and, if applicable,
    - The senior administrator's statement of clarification
5. The vice provost for academic affairs provides the periodic review portfolio to the provost and executive vice president who 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.