

Policy on Review of Academic Executive Administrators

Preamble:

Administrators holding academic appointments, as well as those whose responsibilities primarily entail oversight of academic matters, should undergo university-wide reviews every five years, in addition to the annual reviews conducted by their supervisors. Such reviews should include consideration of confidential information solicited from a broad range of faculty and other constituencies affected by the actions of the administrator.

Policy Statement:

I. Introduction

Each administrator covered by this policy will have a comprehensive performance review ~~at the outset of~~ the fifth year of service and at five year intervals thereafter. The President will undertake reviews of the Senior Vice President and Provost. The Senior Vice President and Provost will undertake reviews of all other academic administrators.

II. Covered Administrators

Academic administrators covered by this policy are as follows:

- Senior Vice President and Provost
- Vice President for Equity and Inclusion
- Vice President for Research and Innovation
- Senior Vice Provost for Academic Affairs
- Vice Provost for Academic Affairs
- Vice Provost for International Affairs
- Vice Provost for Graduate Studies
- Vice Provost for Undergraduate Studies

Faculty Athletics Representative

Deans:

- Clark Honors College
- College of Arts and Sciences
- College of Education
- Graduate School
- Lundquist College of Business
- School of Architecture and Allied Arts
- School of Journalism and Communication
- School of Law
- School of Music and Dance
- University Libraries

~~Note that some members of the Committee on Review of Executive Administrators would include the following additional administrators:~~

- ~~—General Counsel~~
- ~~—Vice President for Student Affairs~~
- ~~—Director of Intercollegiate Athletics~~
- ~~—Faculty Athletics Representative~~

III. Process

A. Review Committee

Upon learning from a covered administrator that service beyond the fifth year is desired, at the beginning of the fifth year of service a review committee will be appointed by the President or the Senior Vice President and Provost to conduct the review.

The review committee will include ~~statutory~~ faculty, who will hold the majority of membership positions. Depending on the administrator's portfolio, the review committee also will include other constituent groups (officers of administration, students, classified staff, ~~and career non-tenure-track research faculty~~), deans, other members of the University community, and external constituencies. ~~No fewer than six members of the statutory faculty will be appointed to the review committee, at least three of whom will come from a unit not reporting to the administrator under review.~~ The Senate President, President's Faculty Advisory Council, and other relevant advisory bodies will nominate potential six members of the statutory faculty for consideration, ~~and the chair(s) of the President's Faculty Advisory Committee [FAC] will nominate two.~~ At least fifty percent of the review committee's statutory faculty members will be selected from these lists. ~~The Senate President and FAC chair(s) also may be asked to nominate members of other constituent groups.~~

The review committee will embody a diversity of backgrounds and ranks.

Review committee members will be clearly identified on a website, along with their contact information.

B. Administrator's Personal Statement and Job Description

The administrator under review will submit a current vita and a personal statement. The personal statement should include objectives, initiatives, accomplishments, challenges, contributions to institutional equity and inclusion and ideas/plans for the next term.

The review committee will have access to the administrator's job description.

C. Administrator's Letter of Waiver / Non-Waiver

The administrator under review decides whether to retain the right of access to the review file or to waive access. The administrator's letter of waiver or of non-waiver will be obtained before the review committee begins to solicit input.

D. Review Committee's Solicitation of ~~Input~~Information

The review committee will solicit information on the administrator's performance ~~input~~ broadly from the university community. Where appropriate, the review committee also will solicit input from external constituencies. In addition, the administrator under review may submit his or her own list of people who will be consulted ~~for input~~.

The review committee will ~~use effective means to~~ collect input information by various means, including, where appropriate, electronic surveys, letters soliciting opinions, focus groups, and one-on-one interviews. Survey responses, letters, and other input information about the administrator's performance will be provided directly to the review committee.

The administrator's decision to waive or retain access to the review file will be explained to those from whom input information is sought. If the administrator waives access, the review committee will seek candid and confidential input by explaining that only a summary of input comments, without identifying features, will be provided to the administrator under review. If the administrator does not waive access, the review committee must explain that individual input full information will be available to the administrator.

E. Campus Presentation

Reviews of the Senior Vice President and Provost and of deans of academic units will involve a public presentation by the administrator under review. Public presentations may also be appropriate during reviews of other administrators. In the presentation, the administrator will address goals, achievements, and aspirations.

F. Report of the Review Committee

The review committee will submit its report to the President or the Senior Vice President and Provost, as appropriate. Oregon law governs the confidentiality of the report. ~~An administrator under review — particularly if that person is the Senior Vice President and Provost or an academic dean — will be encouraged by his or her supervisor to share the contents of the review report with appropriate constituencies.~~