


Date: 30 August 2022
To: University Council Executive Committee
From: C. Brock Woodson, Ph.D., Chair, Faculty Affairs Committee 
Re: Proposed Revisions to UGA Academic Affairs Policy Manual, Section 1.16, Review of Administrators of Academic Units

On behalf of the Faculty Affairs Committee (FAC), I am sending proposed revisions to the UGA Academic Affairs Policy Manual (AAPM) 1.16 Review of Administrators of Academic Units for your consideration and hopefully to send to the University Council for consideration during the September meeting. I discuss the development of the proposed policy revisions below.

Proposed Revisions to 1.16 Review of Administrators of Academic Units

Following review and discussion, the FAC approved the proposed revised policy on 24 August (16 yes, 0 no, 2 abstentions). FAC members were encouraged to share the document with their constituents for any additional feedback prior to the meeting on 24 August.

I have provided a clean and marked up version of the proposed revisions to 1.16 Review of Administrators of Academic Units. The following indicates the sources of the proposed revisions:

- Black text: the original text in 1.16 Review of Administrators of Academic Units
- Dark Red text: Incorporation of new language into the proposed revisions to 1.16 Review of Administrators of Academic Units based on USG policy and guidelines.
- Blue text: Updates by the Working Group on Faculty Evaluation Policies and Practices and FAC into the proposed revisions to 1.16 Review of Administrators of Academic Units to further clarify the revisions based on the updated USG policy and guidelines.

Please let me know if you have any questions or need additional information.

UGA Academic Affairs Policy Manual, Section 1.16, Review of Administrators of Administrative Units (note: black text=current UGA policy, **dark red text**=USG policy update, **blue text**=FEPP subgroup and FEPP updates)

University of Georgia administrators are reviewed for effectiveness in their administrative roles on a periodic basis. **Per USG Academic and Student Affairs Handbook 4.7, academic administrators who hold faculty rank in an academic unit and are tenured at the institution will receive an annual review by their appropriate supervisor and will undergo a periodic comprehensive evaluation, including a 360° feedback assessment. For tenured faculty administrators, the comprehensive evaluation applicable to the administrator's title, as described in the policies below (1.16-1 – 1.16-5), shall take the place of post-tenure review. All faculty, tenured and non-tenured, including academic administrators, shall be reviewed annually in accordance with the Written Annual Evaluation Policy, UGA Academic Affairs Policy Manual 1.06-1.**

The post-tenure review timeline for a tenured faculty member who has served as an academic administrator will "reset" upon their return to the full-time faculty. Accordingly, a five-year post tenure review will be scheduled for five years from the date of the academic administrator's return to the faculty. See UGA Academic Affairs Policy Manual 1.06-1.

1.16-1 Three-Year Review of Department Heads' Administrative Duties

Faculty heads of academic departments within Schools and Colleges, regardless of tenure status or allocation of effort to administration, shall be evaluated by the faculty of the department at least every three years. The evaluation shall be conducted by the Dean, **or by a committee appointed by the Dean**, who shall notify the Provost of the results for consideration in the overall evaluation of the department head's **administrative** performance.

Each department will develop its own 360° department head review process. This process should involve surveying the department faculty, students, and other appropriate constituents. The review should also adhere to established college/school guidelines, standard operating procedures, and/or bylaws. Information collected through these methods will be integrated into the department head's three-year review.

The Dean and all individuals involved in the evaluation of the unit head shall practice strict confidentiality regarding sources of information and interviews conducted in the performance review process. The identities of all interviewees will be kept confidential under all circumstances. Because the head serves at the pleasure of the Dean/Director of the college/school, the final decision on reappointment will be made by the unit's Dean.

Sources:

- University Statutes, Article IX, Section 5 (i)

1.16-2 Five-Year Review of Deans

A **360°** evaluation of the Dean shall be taken every five years by the faculty of each school or college and forwarded to the Provost for consideration in the overall evaluation of the Dean's performance. **The evaluation may leverage existing processes of the university (e.g., five-year reviews coordinated by the Office of Accreditation and Institutional Effectiveness).**

For details related to the procedures of Deans' reviews, see ["Review of Deans Guidelines April 12."](#)

Sources:

- [University Statutes, Article VII, Section 3](#)

1.16-3 Five-Year Review of Associate and Assistant Deans

Deans are responsible for annually reviewing the administrative performance of Assistant and Associate Deans who hold faculty rank. Deans will develop their own 360° comprehensive review process for the assessment of each Assistant and Associate Dean, applicable to both tenured and non-tenured faculty, regardless of percentage effort allocated to administration, at least every five years. Assistant or Associate Deans undergoing five-year reviews will have the opportunity to report their accomplishments to the unit's Dean.

The Dean and all individuals involved in the evaluation of the Assistant or Associate Dean shall practice strict confidentiality regarding sources of information and interviews conducted in the performance review process. The identities of all interviewees will be kept confidential under all circumstances.

Reviews will not be conducted for incumbent Assistant and Associate Deans who have informed the Dean in writing that they plan to retire, resign, or return to a faculty position within one year of the scheduled review.

1.16-4 Five-Year Review of Directors

For details regarding the review of Directors who report directly to the Senior Vice President for Academic Affairs and Provost or to a Vice President who reports to the Senior Vice President for Academic Affairs and Provost, see ["Review of Academic Affairs Directors April 12."](#)

For Directors of Centers or Institutes who hold faculty rank and report directly to a Dean, the Dean is responsible for annually reviewing the director's administrative performance. Deans will develop their own 360° comprehensive review process for the assessment of each Center and Institute Director every five years. The Director undergoing a five-year review will have the opportunity to report accomplishments to the unit's Dean.

The Dean and all individuals involved in the evaluation of the Director shall practice strict confidentiality regarding sources of information and interviews conducted in the performance review process. The identities of all interviewees will be kept confidential under all circumstances.

Reviews will not be conducted for incumbent Directors who have informed the Dean in writing that they plan to retire, resign, or return to a faculty position within one year of the scheduled review.

1.16-5 Five-Year Review of Academic Vice Presidents, Vice Provosts, and Associate Provosts

An evaluation of Vice Presidents, Vice Provosts, and Associate Provosts shall take place every five years, in conjunction with a 360° comprehensive review by a committee appointed by the Senior Vice

President for Academic Affairs and Provost and forwarded to the Provost for consideration in the overall evaluation of the administrator's performance.

For details related to the procedures of **Vice Presidents, Vice Provosts, and Associate Provosts'** reviews, **see guidelines for "Review of Academic Affairs Vice Presidents, Vice Provosts, and Associate Provosts April 12."**

Sources:

- University System of Georgia Handbook on Student and Academic Affairs, Section 4.7

1.16-6 Five-Year Review of the Provost

An evaluation of the Provost shall take place every five years, in conjunction with a 360° comprehensive review by a committee appointed by the President.

For details related to the procedures of reviews of the Provost, **see the guidelines "Review of the Provost."**

Sources:

- University System of Georgia Handbook on Student and Academic Affairs, Section 4.7

UGA Academic Affairs Policy Manual, Section 1.16, Review of Administrators of Administrative Units

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The post-tenure review timeline for a tenured faculty member who has served as an academic administrator will "reset" upon their return to the full-time faculty. Accordingly, a five-year post tenure review will be scheduled for five years from the date of the academic administrator's return to the faculty. See UGA Academic Affairs Policy Manual 1.06-1.

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For details related to the procedures of Deans' reviews, see "Review of Deans Guidelines April 12."

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For details related to the procedures of Vice Presidents, Vice Provosts, and Associate Provosts' reviews, see guidelines for "Review of Academic Affairs Vice Presidents, Vice Provosts, and Associate Provosts April 12."

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