**Annual Evaluation of All Deans AA/PPS No. 04.02.12**

**and Academic Affairs Unit Heads Issue No. 3**

 **Effective Date: 02/02/2022
 Next Review Date: 02/01/2026 (E4Y)**

**Sr. Reviewer: Provost and Executive Vice President for Academic Affairs**

**POLICY STATEMENT**

*Texas State University is committed to providing a performance management system that ensures annual evaluations of all deans and Academic Affairs unit heads.*

**01. PURPOSE OF PERFORMANCE MANAGEMENT**

01.01 The provost and executive vice president for Academic Affairs is responsible for conducting annual and systematic performance evaluations of all administrators who report directly to the provost and executive vice president for Academic Affairs and hold one or more of the following job titles:

a. associate provost;

b. associate vice president for Academic Affairs;

c. associate vice president for Academic Success;

d. associate vice president for Enrollment Management and Marketing;

e. associate vice president for Institutional Effectiveness;

f. associate vice president for Research and director of Federal Relations;

g. assistant vice president for Academic Affairs (Round Rock Campus);

h. dean of the College of Applied Arts;

i. dean of the McCoy College of Business Administration;

j. dean of the College of Education;

k. dean of the College of Fine Arts and Communication;

l. dean of the College of Health Professions;

m. dean of the College of Liberal Arts;

n. dean of the College of Science and Engineering;

o. dean of The Graduate College; and

p. dean of the Honors College.

(See [AA/PPS No. 04.02.13](http://policies.txstate.edu/division-policies/academic-affairs/04-02-13.html), Summative Evaluation of Academic Deans regarding the provost and executive vice president for Academic Affairs’ periodic summative evaluation of academic deans).

01.02 Annual performance evaluations will be completed as indicated in [UPPS No. 04.04.20](http://policies.txstate.edu/university-policies/04-04-20.html), Staff Performance Management System. The system is designed to:

a. help ensure that work performed by Texas State University staff members meets the needs of the university and supports the university’s core values and [Texas State University Plan](https://www.avpie.txst.edu/planning.html);

b. promote continuous and transparent communication between the supervisor and the employee in all aspects of job performance;

c. offer the supervisor and employee opportunities to set expectations for future performance and professional development;

d. provide the opportunity for supervisor and employee to assess the employee's performance from that year’s performance cycle; and

e. provide supporting documentation for pay decisions, promotions, transfers, grievances, complaints, disciplinary actions and terminations, and other appropriate personnel actions.

**02. PROCEDURES FOR ANNUAL PERFORMANCE EVALUATIONS**

02.01 In June of each year, preceding the upcoming academic year, the provost and executive vice president for Academic Affairs will notify each of the individuals identified in Section 01.01 of this policy, requesting their goals to be considered during the next annual performance review. Goals are due by early July and are aligned with goals and initiatives in the [Texas State University Plan](https://www.avpie.txst.edu/planning.html). By July 31, the provost and executive vice president for Academic Affairs will review the goals submitted and notify specific individuals of final goals for the year. These goals, along with tasks and other relevant information, will be entered into the Performance Management System by the individuals identified in Section 01.01.

02.02 In April of each year, the provost and executive vice president for Academic Affairs will request a performance report from individuals identified in Section 01.01. This performance report should include a summary of accomplishments for each goal for the year, including an analysis of areas where the individual has not accomplished what they hoped. This evaluation will address the individual’s leadership, employee development, and performance appraisal, as well as progress toward goals and initiatives identified in the [Texas State University Plan](https://www.avpie.txst.edu/planning.html).

02.03 The results of the annual Faculty Perceptions of Academic Deans surveys will be made available to the provost and executive vice president for Academic Affairs by May 15.

02.04 Following the specified deadline for submission of these performance reports, the executive assistant to the provost and executive vice president for Academic Affairs will schedule individual meetings as needed with the provost and executive vice president for Academic Affairs and these individuals.

02.05 Following review of the performance reports and after any individual meetings, the provost and executive vice president for Academic Affairs will submit final performance letters with salary information for the next year.

02.06 The provost and executive vice president for Academic Affairs will provide a summary of the results of the performance reports in the Performance Management System, along with any necessary documentation of concerns that arose during these evaluations. As appropriate, the provost and executive vice president for Academic Affairs will also provide the Budget Office with outcomes in the form of salary recommendations for the coming year.

02.07 This policy shall not be interpreted to prohibit additional (frequent or expanded) reviews at the discretion of the provost and executive vice president for Academic Affairs nor to contradict [The Texas State University System Rules and Regulations](http://gato-docs.its.txstate.edu/jcr%3Acadb6c26-5fbc-4e8d-87df-da945380ffdd/Rules%20Regs%20May%202017.pdf) that states, "administrative officers shall…serve without fixed term subject to the pleasure of the President and the Board."

**03. REVIEWER OF THIS PPS**

03.01 Reviewer of this PPS includes the following:

Position Date

Provost and Executive Vice February 1 E4Y

President for Academic Affairs

**04. CERTIFICATION STATEMENT**

This PPS has been approved by the following individual in their official capacity and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Provost and Executive Vice President for Academic Affairs; senior reviewer of this PPS