OFFICIAL


BACKGROUND AND PURPOSE

1. The Provost is responsible for conducting annual and systematic evaluations of all of the administrators who report directly to the Provost including the Associate Provost, Associate Vice President for Enrollment Management and Marketing, Associate Vice President for Academic Affairs, Associate Vice President for Institutional Effectiveness, Associate Vice President for Research and Director of Federal Relations, Assistant Vice President for Academic Services, Assistant Vice President for Academic Affairs, Dean of The Graduate College, Dean of the University College and Dean of the Honors College. See PPS 8.03, Evaluation of Academic Deans excluding the Dean of The Graduate College, the Dean of the University College, and the Dean of the Honors College, for the Provost’s evaluation of Academic Deans.

Generally, these evaluations are designed to provide regular assessment of job performance for each of these individuals to help improve job performance. To complete these annual appraisals, and in accordance with the procedure described in UPPS 04.04.20, Staff Performance Appraisal Policy, the Provost has adopted the alternate appraisal system outlined in this Policy and Procedure Statement.

2. The goals of these annual appraisals are the same as the goals for annual appraisals completed under the procedures outlined in UPPS 04.04.20, Staff Performance Appraisal Policy, namely:

   a. To help ensure that the quality and quantity of work performed by Texas State staff members best meets the University’s needs and contributions to the achievement of the university mission and goals;

   b. To allow for continuous communication between supervisor and employee about job performance;

   c. To offer the supervisor and employee the opportunity to develop a set of expectations for future performance;

   d. To provide the opportunity for the supervisor and employee to assess the employee’s past performance;
e. To provide for future development of the employee; and
f. To provide supporting documentation for pay decisions, promotions, transfers, grievances, complaints, disciplinary actions, and terminations.

PROCEDURES

3. By August 1st of each year, proceeding the academic year under review, the Provost will send a letter to each of the individuals identified in paragraph 1 of this policy requesting their goals to be considered during the annual performance review. Goals are due by September 15th. By October 1st, the Provost will review the goals submitted and submit final goal letters to the specific individuals.

4. By June 15th, the Provost requests a performance report from the specific individuals. 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 he or she hoped. This evaluation must address the individual’s leadership, employee development, and performance appraisal, as well as progress toward goals identified in the Diversity Plan.

5. Following the specified deadline for submission of these performance reports, the Executive Assistant to the Provost will schedule individual meetings as needed with the Provost and these individuals by July 15th.

6. By July 30th, following the Provost’s review of the performance reports and after any individual interviews, the Provost submits final performance letters with salary information for the next year.

7. The Provost will provide a summary of the results of these performance reports to the Office of Human Resources along with any necessary documentation of concerns that arose during these evaluations. The Provost will also provide the Budgeting Office with outcomes in the form of salary recommendations for the coming year.

8. Nothing in the above sections shall be interpreted to prohibit more frequent or expanded reviews at the discretion of the Provost nor to contradict the policy stated in the Rules and Regulations of the Board of Regents, The Texas State University System that "administrative officers shall…serve without fixed term subject to the pleasure of the President and the Board."
CERTIFICATION STATEMENT

9. This PPS has been approved by the reviewer listed below and represents Texas State’s Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _________________ Review Date: _________________

Reviewer: _________________ Date: _________________

Approved: _________________ Date: _________________

Gene Bourgeois
Provost and Vice President for Academic Affairs

Texas State University
Provost and Vice President for Academic Affairs
Last Updated: April 9, 2015
Send comments and questions to: tg12@txstate.edu