

## **Procedure for Annual Performance Review of Senior Leaders at AUA**

Office of the President

Date: August 12, 2021

The annual performance review of senior leaders at AUA will follow a narrative process described in this document. The President of AUA shall conduct an annual performance review of senior administrative leaders who report directly to the President. The Provost and Vice Presidents shall conduct annual performance reviews of Vice Provost, Assistant/Associate Vice Presidents, Deans, Chiefs and Directors who report to them. In turn, these administrators are responsible for conducting annual reviews of any AUA staff who report to them.

This procedure, “Annual Review of Senior Leaders” covers those two categories of Senior Administrators. Reviews for all other AUA staff positions should be conducted using the University policy on Performance Evaluation. The AUA Personnel Policies Manual governs the policy for performance evaluation of all administrative staff.

### *Purpose of the Review*

The focus of the Annual Review shall be on setting performance goals and monitoring the achievements of Senior Leaders towards meeting these goals. The Annual Review shall identify areas of high performance as well as areas of performance that require improvements. Performance appraisal of Senior Leaders is intended as a means of measuring and enhancing individual and, in turn, institutional performance, fostering professional development and career growth and meeting internal and external requirements for documentation of individual performance.

### *Annual Reviews shall include assessment of the following criteria*

Ability to establish and meet goals; Leadership; Human resources management; Fiscal and material management; Interpersonal communication; Commitment to university mission, vision, and values; Social contract; Creativity; Integrity; Quality of completed projects; Problem solving skills; Managing one’s own professional development.

### *The President, Provost or Vice President responsible for conducting evaluation shall base their assessment on the following information:*

- Self-assessment of the Senior Leader based on an annual goals statement,
- Interviews gathered from individuals who work with the Senior Administrator,
- Information gathered from external constituents, as appropriate,
- The President, Provost or Vice President’s own assessment of the Senior Administrator’s performance.

*Conduct of the Review*

Within the specific calendar for review, each Senior Leader shall establish goals and a performance plan for the period, September-August. The strategic goals of the University, and its mission, vision and values provide the framework for these goals. The President, Provost, or Vice-President responsible for evaluation shall review and adjust the goals as necessary. The President, Provost or Vice-President conducting the review has the final responsibility for setting performance goals and plans but will do so in consultation with the individual whose performance is being reviewed.

At the beginning of each review cycle, the Senior Leaders shall review and revise as necessary her or his position/job description. The President, Provost or Vice President must approve and sign any changes in the position description.

Within the specific calendar for review, the Senior Leaders undergoing review shall submit to the President, Provost or Vice President a summary of accomplishments towards meeting the annual performance plan as well as other significant achievements. The President, Provost or Vice President and the Senior Leader undergoing performance review shall jointly develop a list of peers, employees whom they supervise, or other appropriate internal or external references from whom the President, Provost or Vice President shall elicit comment. The reviewer may solicit further input from individuals not included on that list.

The President, Provost or Vice President shall prepare a written evaluation of the Senior Leader based on the Content and Criteria as specified above. For review of Vice Presidents, Provost and Deans, no standardized form shall be used to present the evaluation; The President, Provost or Vice President will write the evaluation in the form of a memorandum.

The President, Provost or Vice President shall meet and review the written evaluation with the Senior Administrator being reviewed no later than August 1 each year.

**Timeline for the Annual Review, Academic Year Schedule**

Adherence to the following calendar is an essential element of this procedure. All Leaders shall be held accountable to complete the steps by the appropriate date.

By August 15 (or within 30 days of hire):

The Senior Leader works with the President, Provost or Vice President to prepare a written statement of goals for the year, to be completed by July 1 of the following year. For a newly hired Senior Administrator, the goals statement shall be completed within 30 days of the beginning date.

Beginning to mid-April:

The President, Provost or Vice President shall work with the Senior Leader under review to identify peers and employees s/he supervises who will contribute information for the President, Provost or Vice President to use in the review. The review may solicit further input from other individuals.

**By May 1:**

The President, Provost or Vice President shall solicit input from peers and employees supervised by the administrator.

**By June 1:**

The Senior Leaders undergoing performance review shall prepare a brief written statement of achievements. The President, Provost or Vice President shall complete the gathering of input for the review.

**By June 30:**

The President, Provost or Vice President shall develop the final written narrative evaluation and deliver it to the Senior Leader undergoing Annual Review.

**By August 1:**

The President, Provost or Vice President shall meet with the Senior Leader to discuss the Annual Review. Both parties to the review shall sign and date it. One copy shall remain with the President, Provost or Vice President, one with the Senior Leader, and one shall be placed in the Personnel file.

**By August 15 of the following year:**

The Senior Leader undergoing review shall prepare a preliminary list of goals and meet with the President, Provost or Vice President. The President, Provost or Vice President has the final responsibility for setting goals and will do so in consultation with the Senior Leader undergoing review. The President, Provost or Vice President and the Senior Leader both will retain a signed copy of the final goal statement.