

**Policy Number/Title:** 2.1.26 Academic Administrator Evaluation Policy  
**Effective Since:** 04/15/2021  
**Last Revision Approved:** 04/15/2021  
**Responsible Office:** Academic Affairs

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### 1. Scope:

Chief Academic Officer/Provost, Academic Deans, Associate and Assistant Deans, Vice Provosts, Associate and Assistant Provosts

### 2. Definitions:

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### 3. Policy:

Academic administrators are evaluated annually based upon performance in meeting responsibilities articulated in their job descriptions, demonstrating performance characteristics associated with their roles, and achieving goals articulated in annual performance plans.

### 4. Procedures:

**Chief Academic Officer/Provost:** The Provost is evaluated annually by the chief executive officer, using the Winthrop University electronic Employee Performance Management System (EPMS) administered by Human Resources. Annual evaluations occur each spring semester and are based upon the annual performance plan, performance characteristics associated with the role, and contributions to advancing the institution toward meeting its mission and achieving its strategic goals.

**Academic Deans:** Academic deans are evaluated annually based upon performance in meeting responsibilities articulated in the job description, demonstrating the performance characteristics associated with the role, and progress toward achieving goals articulated in annual performance plans that advance the institution toward meeting its mission and strategic goals. The annual performance plan aligns job duties with annual goals and action items. The chief academic officer completes annual evaluations of



academic deans each spring semester and provides both formative and summative feedback. Annual performance evaluations provide summative feedback identifying whether the dean is exceeding expectations, meeting expectations, or in need of improvement. Formative feedback is provided verbally and summarized in comments in the annual performance evaluation document. After the chief academic officer provides formative and summative feedback, the dean acknowledges the performance evaluation for the past year and submits a performance plan for the next academic year. The chief academic officer and dean approve the subsequent performance plan. On a three-year rotation, the chief academic officer also surveys functional collaborators, department chairs, faculty, and staff to inform the evaluation of deans in the Academic Affairs division. When survey data is gathered, anonymous survey results are shared in aggregate with the dean by the chief academic officer as part of the formative feedback provided and inform the summative feedback provided in the annual performance review.

**Associate, Assistant Deans:** Associate and assistant deans are evaluated annually based upon performance in meeting responsibilities articulated in the job description, demonstrating the performance characteristics associated with the role, and progress toward achieving goals articulated in annual performance plans that advance the college toward meeting its strategic goals. The annual performance review evaluates alignment of job duties with annual goals and action items. The dean completes annual evaluations of associate and/or assistant deans each spring semester and provides formative and summative feedback.

**Vice Provosts, Associate Provosts, and Assistant Provosts:** Academic administrators with the title of vice provost, associate provost, or assistant provost are evaluated annually using the Winthrop University electronic Employee Performance Management System (EPMS) administered by Human Resources. Evaluations are based upon performance in meeting responsibilities articulated in the job description, demonstrating the performance characteristics associated with the role, and progress toward meeting annual goals articulated in individual performance plans that advance the institution toward meeting its mission and strategic goals. Annual evaluations of vice, associate, and assistant provosts are completed each spring semester and provide both formative and summative feedback.

## **5. Resources:**

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## **6. History of Revisions:**



04/15/2021      Minor Revisions  
01/13/2021      Policy first established.

**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: