

HUMBOLDT STATE UNIVERSITY
ADMINISTRATIVE REVIEW PROCESS FOR VICE PRESIDENTS

The administrative review process is a performance feedback process that invites individuals who have regular contact with a Vice President to provide input to the President regarding that Vice President's performance for consideration in the preparation of his/her annual performance evaluation. This feedback is of critical importance to the University and the feedback has particular value to the growth and success of the Vice President being reviewed. Human Resources facilitates the process by providing the President with the names of the Vice Presidents who meet the criteria for an administrative review in a particular year. The President will notify the campus community to elicit feedback when the administrative review process is being initiated for a particular Vice President.

1. Vice Presidents will typically be evaluated through the administrative review process every three years. To be selected for an administrative review, a Vice President must have completed at least eighteen (18) months of service. Interim appointments are not included in the eighteen months. The selection of a Vice President for an administrative review rests solely with the President.

2. The Vice President will be asked to provide a list of at least seven (7) suggested reviewers to be submitted to the President for selection. Human Resources will initiate the request for reviewers' names.

Lists of suggested reviewers typically include persons with whom the Vice President comes into regular contact during the course of performing his/her duties and responsibilities. Potential reviewers may be found at any level of the University and may be found in outside organizations as well. Potential reviewers may include:

- Other Vice Presidents
- Direct and indirect reports to the Vice President
- Faculty members
- Other staff and/or managers, and students within and outside the division who interact with the Vice President being evaluated
- Individuals outside the University with whom the Vice President has regular contact in performance of his/her duties and responsibilities

Human Resources will forward the list of reviewers to the President for final authorization. The President has the discretion to add or delete names from the list of reviewers. Human Resources will send solicitation letters to each reviewer selected providing instructions, due date, and the appropriate form. While a summary of the feedback will be shared with the Vice President, the review process does not provide for individual feedback forms to be shared directly with the individual being evaluated. Instead, the information is synthesized so as to provide balanced, representative information to the Vice President.

TIMELINE FOR ADMINISTRATIVE REVIEW PROCESS

Spring 2015

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| February 9 | President notifies campus of the administrative review process for specific vice presidents |
| February 9 | Human Resources requests reviewers' names from particular vice presidents |
| February 18 | Reviewers names due in Human Resources |
| March 2 | Reviewers receive guidelines and forms from Human Resources |
| March 30 | Reviewers' responses and comment from University community information due in President's Office |
| May 1 | Final Performance Evaluation due to Human Resources |

ADMINISTRATIVE REVIEW OF VICE PRESIDENT PERFORMANCE

Please complete if you have been notified that you have been selected as a Reviewer

The administrative review process provides selected individuals with an opportunity to offer feedback on the performance of a particular Vice President. If you feel that your interactions with the indicated Vice President during the current review period have been too infrequent or too superficial to allow you to provide an informed assessment of his or her performance, enter your name in the space for "Name of Evaluator" and check the box under "Basis for Evaluations." Do not complete the remainder of the form, but return the document to the President.

BASIS OF EVALUATION

1. Explain how you have knowledge of the Vice President's performance and how extensive your interactions are. (Be as specific as possible.)
2. How frequently do you interact with the Vice President? (e.g., daily? weekly? monthly?)
3. For what purposes do you interact with the Vice President? (to develop policy, to do committee work, to obtain information about..., to coordinate processes and procedures, etc.)

PERFORMANCE ASSESSMENT

1. On the basis of your firsthand knowledge, give specific examples of situations in which the Vice President has functioned effectively as a manager. Your assessment will carry more weight if it is detailed and specific rather than broad and categorical. Content is more important than quantity; a few concrete examples of effective performance are more useful than generalizations drawn from your observation of this employee. In short, you should seek to provide information upon which the President can base conclusions about the Vice President's performance.
2. On the basis of your firsthand knowledge, describe specific areas in which you believe the Vice President's performance could be strengthened. Again, strive to present the facts upon which your conclusions are based rather than your conclusions alone. Be specific and, if possible, offer suggestions as to how the Vice President's performance could be improved.

CONFIDENTIALITY OF EVALUATION PROCESS

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Your feedback is of critical importance to the University and the feedback has particular value to the growth and success of the Vice President being reviewed.

PLEASE RETURN THE COMPLETED FORM TO THE OFFICE OF THE PRESIDENT