Policy Statement (R*)

Every Dean, Chairperson, and Faculty with an out-of-unit administrative appointment in the Division of Academic Affairs must be evaluated annually for effectiveness in fulfilling assigned responsibilities by immediate supervisor. The basic purpose of the evaluation is to aid in improving employee performance and assess how this performance is aligned with FIU’s Performance Goals. The evaluation shall be considered in matters relate to salary increases, retention, personnel decisions and any other responsibilities of the position.

Reason for Policy (O*)

To provide for the annual evaluation of individuals responsible for institutional and programmatic leadership in the academic units of the University.

Related Information (O*)

Authority/Source
Provost and Executive Vice President for Academic Affairs

Definitions (R*)

Procedures (O*)

1. Each fiscal year, the employee must be evaluated in writing by the supervisor(s). An evaluation may include consideration from the following sources:
   - The written or oral assessments by the immediate supervisor, professional colleagues (e.g. fellow Deans, Directors, or Chairpersons), and other supervisors;
   - By an evaluation survey completed by the faculty under the immediate supervision of the individual; and by other means, as appropriate.
2. A current year’s evaluation is usually based on the previous year’s goals as stated in the evaluation, and agreed upon by the individual and supervisor(s).
3. In preparation for the evaluation, the individual to be evaluated prepares a summary of accomplishments related to the previous year’s goals. The employee’s immediate supervisor is responsible for gathering the evaluation information, for arranging and conducting an evaluation session with the employee, for summarizing in writing the outcomes of that evaluation session and for communicating the results to the employee.
4. The supervisor should maintain an evaluation file for the administrator. Access to evaluations will be governed by Florida Statutes regarding public documents.

Responsibilities (O*)

History (R*)

Former Academic Affairs Policies, Section 5
RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)
Division of Academic Affairs
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)
Office of the Provost
11200 S.W. Eighth Street, PC 526
Miami, Florida 33199
Telephone Number: (305) 348-2151

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.

Responsibilities Administrative Oversight (R*)
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11200 S.W. Eighth Street, PC 526
Miami, Florida 33199
Telephone Number: (305) 348-2151

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

FORMS/ONLINE PROCESSES (O*)

Links to the above referenced Form(s) available in the ”Document Details” Section of the online version of this policy document.

*R = Required   *O = Optional