



**Evaluation of Academic Administrators #320.097**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
December 15, 2015	May 14, 2024	Office of the Provost   Planning and Finance

**POLICY STATEMENT**

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 their 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.

**SCOPE**

This policy applies to all out-of-unit administrative appointments in the Division of Academic Affairs.

**REASON FOR POLICY**

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

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
Out-of-unit administrative appointments	Refers to faculty in administrative appointments considered to be faculty leadership. The role typically involves supervising in-unit faculty.

### ROLES AND RESPONSIBILITIES

**Dean's Offices:**

- Oversee the annual evaluations of out-of-unit faculty with administrative appointments in accordance with the Evaluation of Academic Administrators Procedures.
- Maintain and retain the evaluation files for out-of-unit faculty with administrative appointments.

**Office of the Provost:**

- Oversee the annual evaluations of Deans and any direct reporting out-of-unit faculty with administrative appointments in accordance with the Evaluation of Academic Administrators Procedures.
- Maintain and retain the evaluation files for Deans and any direct reporting out-of-unit faculty with administrative appointments.

### RELATED RESOURCES

- Office of the Provost Procedures for Administrative Positions in Colleges/Schools

### CONTACTS

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### HISTORY

**Initial Effective Date:** December 15, 2015

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): May 14, 2024 (*Former Academic Affairs Policies, Section*)