Overview of the Five-year Review Process for Administrators

This overview of the five-year process is drawn from UHAP 5.3. Five-year reviews should be completed within a single semester when possible. Review committees will use resources such as University survey and report templates to enable such committees to focus their time on substantive issues. All communications with the committee shall be confidential and be treated accordingly. The committee shall not divulge or otherwise reveal the source of any communications.

1. The supervising administrator will notify the administrator to be reviewed, when possible in the semester before the review is to be conducted. The administrator to be reviewed will be provided with at least thirty days to write a self-assessment, which will draw on the criteria, performance benchmarks, and annual performance reviews preceding the five-year review as points of reference. This self-assessment will be provided to the supervising administrator within 30 days of the notice of the review. This self-assessment will be shared with the review committee and with faculty and staff in the unit.

2. A review committee will be created by the supervising administrator following procedures set out in UHAP 5.3.02. Review committees will include a balance of faculty, staff, and students from the administrator’s unit and from related units as well as representatives from community collaborators. The members of review committees for heads and deans will be selected following the provisions in the University’s Guidelines for Shared Governance Memorandum of Understanding. Five-year reviews of nonacademic program directors will also include broad representation of staff, appointed professionals, and constituent groups who are consulted on the selection of their representatives.

3. The supervising administrator will provide the self-assessment to the committee. Drawing on the review criteria set forth in 5.3.01, the review will be based on a description of the duties and objectives of the position, assessments of the administrator, and the unit’s strategic priorities and performance expectations.

4. During the first three weeks after receiving its directive, if schedules permit, the review committee will meet with the administrator under review to discuss the administrator’s role in the review process and to gather any information and perspectives that the administrator would like to provide that have not been provided by the self-assessment prepared for the review committee.

5. The review committee will solicit information through a standard survey sent to all faculty and other employees in the unit, students, collaborators and other stakeholders. The review committee will also announce that committee members are available to meet with faculty, academic professionals, staff, students, and alumni or community groups if appropriate. Public forums may also be held.

6. Results of the surveys and questionnaires will be tabulated and attached to the report that will be submitted within 120 days. The report will discuss (a) the procedures followed, (b) important issues that were identified, and (c) conclusions, including strengths and weaknesses of the administrator. The report will not disclose specific communications and will not contain confidential supporting material.

7. Upon receiving the report, the supervising administrator may develop additional information bearing on the performance and effectiveness of the administrator under review. The supervising administrator will give the administrator under review the report as well as any other relevant information no later than 30 days after receiving the report. The administrator being reviewed may submit a written response within 10 days.

8. The supervising administrator will report on the process and major findings of the review to the faculty and staff in the administrator’s unit, generally in an open forum in which the administrator being reviewed will discuss lessons learned and future directions.

9. The administrator under review will discuss the results of the review with all personnel in the administrator’s unit and other appropriate stakeholders and emphasize what was learned in relation to the strategic and professional goals that have been established for the future.

10. Supervising administrators will conclude the process by providing a copy of the review committee’s report and their own evaluations and comments to the administrator to whom they report.

For more information on the administrative review process, visit this Administrative Review webpage.