Office of the Provost

# 5 Year Administrator Review Process Overview

**Diagram Key**

- Supervisor
- Review Committee
- Administrator Under Review
- Material/Deliverable
- Key Meeting
- Fall Review
- Spring Review

**Supervisor**

- Notify the administrator under review of the start of the review
- Meet with the administrator under review
- Select committee chair
- Solicit nominations from the dept & select committee members per UAHP
- Send invite to committee members & confirm
- Meet with committee chair & members for process & charge
- Receive & review report from committee
- Meet with committee/ chair
- Send report to administrator under review
- Meet with administrator under review to discuss action plan
- Prepare a brief memo of findings with chair to be shared with stakeholders
- Post memo of findings to dept website
- Receive notification from administrator under review & close
- Send thank you to committee & release the charge

**Administrator Under Review**

- Meet with Faculty Affairs
- Conduct self-study
- Submit self-study to committee
- Meet with supervisor to discuss action plan
- Communicate /publicly discuss action plan to stakeholders
- Inform supevisor that action plan has been communicated /publicly discussed with stakeholders

**Review Committee**

- Committee chair selected
- Members confirm acceptance
- Meet with supervisor for process & charge
- Chair sends annoucement to department
- Send 360 survey, interview administrator under review & meet with focus groups
- Review survey & focus groups' results & administrator's self study
- Complete report
- Submit report to supervisor
- Meet with supervisor
- Prepare a brief memo of findings with supervisor
- Committee is released

**Recommended Timeline**

| | | | | | |
|---|---|---|---|---|---|
| **Fall Review** | Semester Prior to Review | First week of fall semester | By the first week in October | By the first week in November | By the first week in December | By the end of fall semester |
| **Spring Review** | Semester Prior to Review | First week of spring semester | By the first week in March | By the first week in April | By the first week in May | By the end of the spring semester |

Feb 26, 2026 9:16 AM