



THE UNIVERSITY of  
NEW ORLEANS

ADMINISTERED BY: Office of the President

**Policy No:** AP-OP-29.1  
**TITLE:** Campus Wide Evaluation of University Administrators  
**EFFECTIVE DATE:** March 28, 2014\*  
(\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2023

#### PURPOSE

To improve institutional performance and effectiveness as well as strengthen leadership and management skills through a comprehensive review.

#### AUTHORITY

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.  
AP-BA-45 – Performance Appraisal Requirements for Classified, Unclassified, and Academic Employees.*

#### DEFINITIONS

**Faculty and Administrative Board.** The Board operates under the purview of the Faculty Senate. The Board will develop and implement surveys, as directed by the President, that are to be part of the evaluation of the Provost and Senior Vice President, Vice Presidents and academic Deans . Surveys are not an independent evaluation, but rather represent a feedback-gathering mechanism to assist in the president’s evaluation of the senior academic administrators.

#### GENERAL POLICY

The University evaluates the effectiveness of its administrators including the Provost and Senior Vice President for Academic Affairs, Vice Presidents, Deans, Department/School Chairs, Directors of academic units, Directors, and interim administrators on an annual basis. Although evaluation periods and procedures vary by position and unit, specific guidelines for the evaluation of certain University administrators are listed below.

#### 1. Provost and Senior Vice President for Academic Affairs

The Provost and Senior Vice President for Academic Affairs will be formally evaluated annually by the President. At the discretion of the President, input from appropriate faculty, Deans, Vice Presidents, staff, students, alumni and other university constituents may be gathered via survey to assist the evaluation process. The *Faculty and Administrative Board* will conduct the survey of the Provost and will be responsible for: (a) developing the survey instrument, subject to the input of the President and Human Resources, and (b) ensuring that the survey process is timely, confidential and complete. The President may also seek other means to solicit input from internal and external university constituents.

#### 2. Vice Presidents

Each Vice President will be formally evaluated annually by the President. At the discretion of the President, input from appropriate faculty, Deans, Vice Presidents, staff, students, alumni and other university constituents may be gathered via survey or other mechanism.

#### 3. Deans

Each Dean will be formally evaluated annually by the Provost and Senior Vice President for Academic Affairs. At the discretion of the Provost, in consultation with the President, input from appropriate faculty, Deans, Vice Presidents, staff, students, alumni and other university constituents may be gathered via survey to assist the evaluation process. The *Faculty and Administrative Board* will conduct the survey of each Dean and will be responsible for: (a) developing the survey instrument subject to the input of the President and Human Resources, and (b) ensuring that the survey process is timely, confidential and complete.

#### 4. Department Chairs and Directors of Academic Units

Department/School Chairs and Directors of Academic Units are appointed or reappointed upon the recommendation of the Dean of the college and the approval of the Provost and Senior Vice President for Academic Affairs. The procedures for appointment and evaluation of chairs are outlined in [AP-AA-23-Academic Department/School Chair Responsibilities, Roles and Authority](#).

#### 5. Vice President for Athletics and Recreation

The Vice President for Athletics and Recreation will be formally evaluated annually by the President. At the discretion of the president, input from faculty, Deans, Vice Presidents, staff, students, alumni, and other university constituents may be gathered to assist the evaluation process.

6. Other Senior Administrators (including Interim Administrators)

Each Senior administrator is formally evaluated annually by their immediate supervisor. These positions are to be assessed through the annual unclassified employee appraisal policy and procedures (for both fiscal and academic directors) or in the position listed above, using the procedures outlined in this AP.

A handwritten signature in blue ink, appearing to read 'JW Nicklow', is positioned above the typed name.

John W. Nicklow, Ph.D.  
President  
University of New Orleans

*\*Policy Updates:*

*Revisions: 02/08/20201 (formally AP-BA-40.2)*

*07/09/2020*

*05/20/2017*