C41.4 Administrative Evaluation Procedures

**C41.4(a)** Annual performance evaluations of all heads/chairs/directors and other administrative supervisors in academic and non-academic departments/units are completed annually for merit increases, will be accompanied by the opportunity for input may be solicited from individuals under their supervision. Outside input may also be solicited from other faculty, unclassified professionals, and classified staff, and clientele as specified in the department's/unit's evaluation system. The purpose of this input is would be to identify strengths and weaknesses and issues relevant to the administrator's annual performance.

**C41.4(b)** At least once every five years, the responsible dean, vice-president, provost or president (See Note 1), as appropriate, (referred to as executive administrators for issues of clarity) depending upon the department's/unit's reporting structure, will, in conjunction with the annual evaluation process, issue a written request for input from these individuals regarding the performance of their department/unit administrator(s). Individuals designated as participants would include: unclassified professionals and/or classified staff under their supervision. Outside input should include an appropriate representative spectrum of persons outside the department/unit, i.e. clientele, faculty, unclassified professionals, other classified staff, and students whose input could be beneficial in establishing performance of the department/unit administrator. The mechanisms and frequency for soliciting outside input on the department/unit administrator's performance will be specified in the department's/unit's evaluation system, but should occur at least once every five years. If a reappointment advisory committee is to be used please see the process detailed in B123. Outside input should include an appropriate representative spectrum of persons outside the department/unit, i.e. clientele, faculty, unclassified professionals, other classified staff, and students whose input could be beneficial in establishing performance of the department/unit administrator. The department/unit administrator and dean, vice-president, provost, or president as appropriate, depending upon the department's/unit's reporting structure. The executive administrator dean, vice-president, provost or president should ensure that those eligible for providing input are informed about the context of the mission and objectives of the department/unit. The specific source of all input will be held in absolute confidence by the dean, vice-president, provost or president dean or vice-president executive administrator, who should The edit verbatim comments will be edited to preserve confidentiality, before transmitting them to the person being evaluated. For reappointment of academic department heads/chairs, see B123.