

Attachment 10
University Handbook, Section C41.4: Administrative Evaluation Procedures
Approved by Faculty Affairs on January 20, 2009

PROPOSED CHANGES IN CONTINUOUS TEXT

C41.4(a) Performance evaluations of all heads/chairs/directors and other administrative supervisors in academic and non-academic departments/units are completed annually for merit increases. Input from individuals under their supervision or outside input may be solicited from other faculty, unclassified professionals, classified staff, and clientele as specified in the department's/unit's evaluation system. The purpose of this input 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, depending upon the department's/unit's reporting structure, will issue a request for input from 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. If a reappointment advisory committee is to be used please see the process detailed in B123. The 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. The verbatim comments will be edited to preserve confidentiality, before transmitting them to the person being evaluated.