



# Reviews of Organizational Units and Their Chief Administrative Officers

## 1. Program Review

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The performance of each educational and administrative unit in the University\* shall be reviewed comprehensively at regular intervals by an ad hoc committee. The review period shall normally be from five (5) to seven (7) years.

Ad hoc review committees for educational units shall be formed principally from faculty personnel, shall normally include members internal and external to the unit being reviewed, and may include members external to the University. Review committees for administrative units shall be formed from affected constituencies, including faculty and staff employees, shall normally include members internal and external to the unit being reviewed, and may include members external to the University.

## 2. Review of Chief Administrative Officers

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The performance of chief administrative officers shall be reviewed comprehensively at regular intervals. The reviews shall be designed to provide information to enhance leadership and unit effectiveness and to guide compensation and employment decisions.

Ad hoc review committees for chief administrative officers at the level of Provost, executive vice presidents, and deans shall be formed with representatives from affected constituencies and may include members external to the unit or university.

## 3. Policies and Procedures for Reviews

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Policies and procedures for conducting program reviews and reviews of chief administrative officers, as established by the President after consultation with appropriate administrative and faculty groups, including the University Senate and Staff Senate, are described in the *Administrative Regulations* (AR 1:4). Policies and procedures for conducting reviews of department chairs and school directors, as appropriate for the individual colleges, shall be established jointly by the dean and the college faculty.

A review of the performance of any unit at other than the regular interval may be initiated by the chief administrative officer of the unit, by an administrative officer responsible for the unit, or by the President. A review of the performance of any chief administrative officer at other than the regular interval may be initiated by the officer, the officer's supervisor, or the President. Ordinarily such reviews shall also be initiated if requested by a majority of the faculty of an educational unit or the staff employees of an

administrative unit. Such requests shall be submitted to the administrative officer to whom the unit reports, who shall provide a written explanation if the officer disapproves the request.

\*Includes departments, schools, graduate centers, colleges, interdisciplinary instructional programs, and multidisciplinary research centers and institutes.

## References and Related Materials

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### Administrative Regulations:

AR 1:4 - The Planning, Budgeting, and Assessment Cycle

## Revision History

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1/14/1998, 4/9/2005, 6/13/2006

For questions, contact: [Office of Legal Counsel](#)