



Reviews of Organizational Units and Their Chief Administrative Officers

Major Topics

Program Review

Review of Chief Administrative Officers

Policies and Procedures for Reviews

I. Program Review

The performance of each educational and administrative unit in the University¹ 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.

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

II. Review of Chief Administrative Officers

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.

¹ Includes departments, schools, graduate centers, colleges, interdisciplinary instructional programs, and multidisciplinary research centers and institutes.

III. Policies and Procedures for Reviews

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 ~~1:4II-1.0-6~~). 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.

IX. References and Related Materials

Administrative Regulation 1:4

Revision History

01/14/1998, 06/14/2005, 06/13/2006

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