Policy Title: Review of Academic Executive Administrators

Responsible University Office:

<table>
<thead>
<tr>
<th>University Office:</th>
<th>Office of the Senior Vice President and Provost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Website URL:</td>
<td><a href="http://provost.uoregon.edu/">http://provost.uoregon.edu/</a></td>
</tr>
<tr>
<td>Policy Owner:</td>
<td>Scott Coltrane, Provost</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Provost@uoregon.edu">Provost@uoregon.edu</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>(541_346-3186)</td>
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</tbody>
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DATE: June 5, 2014

Policy Concept Form: The policy concept form was approved by the Senior Vice President and Provost on the following date: N/A

NOTE: Policy development may not proceed until the policy concept has been approved.

Preamble:
Administrators holding academic appointments, as well as those whose responsibilities primarily entail oversight of academic matters, should undergo university-wide reviews every five years, in addition to the annual reviews conducted by their supervisors. Such reviews should include consideration of confidential information solicited from a broad range of faculty and other constituencies affected by the actions of the administrator.

Reason for Policy:

Definitions:

Policy Statement:

I. Introduction

Each administrator covered by this policy will have a comprehensive performance review in the fifth year of service and at five year intervals thereafter. The President will undertake reviews of the Senior Vice President and Provost. The Senior Vice President and Provost will undertake reviews of all other academic administrators.
II. Covered Administrators

Academic administrators covered by this policy are as follows:

   Senior Vice President and Provost
   Vice President for Equity and Inclusion
   Vice President for Research and Innovation
   Senior Vice Provost for Academic Affairs
   Vice Provost for Academic Affairs
   Vice Provost for International Affairs
   Vice Provost for Graduate Studies
   Vice Provost for Undergraduate Studies
   Faculty Athletics Representative
   Deans:
      Clark Honors College
      College of Arts and Sciences
      College of Education
      Graduate School
      Lundquist College of Business
      School of Architecture and Allied Arts
      School of Journalism and Communication
      School of Law
      School of Music and Dance
      University Libraries

III. Process

A. Review Committee

Upon learning from a covered administrator that service beyond the fifth year is desired, at the beginning of the fifth year of service a review committee will be appointed by the President or the Senior Vice President and Provost to conduct the review.

The review committee will include faculty, who will hold the majority of membership positions. Depending on the administrator’s portfolio, the review committee also will include other constituent groups (officers of administration, students, classified staff), deans, other members of the University community, and external constituencies. The Senate President, President’s Faculty Advisory Council, and other relevant advisory bodies will nominate potential members for consideration.

The review committee will embody a diversity of backgrounds and ranks.

Review committee members will be clearly identified on a website, along with their contact information.

B. Administrator’s Personal Statement and Job Description
The administrator under review will submit a current vita and a personal statement. The personal statement should include objectives, initiatives, accomplishments, challenges, contributions to institutional equity and inclusion and plans for the next term.

The review committee will have access to the administrator's job description.

C. Administrator's Letter of Waiver / Non-Waiver

The administrator under review decides whether to retain the right of access to the review file or to waive access. The administrator's letter of waiver or of non-waiver will be obtained before the review committee begins to solicit input.

D. Review Committee's Solicitation of Information

The review committee will solicit information on the administrator's performance broadly from the university community. Where appropriate, the review committee also will solicit input from external constituencies. In addition, the administrator under review may submit his or her own list of people who will be consulted.

The review committee will collect information by various means, including, where appropriate, electronic surveys, letters soliciting opinions, focus groups, and one-on-one interviews. Survey responses, letters, and other information about the administrator's performance will be provided directly to the review committee.

The administrator's decision to waive or retain access to the review file will be explained to those from whom information is sought. If the administrator waives access, the review committee will seek candid and confidential input by explaining that only a summary of comments, without identifying features, will be provided to the administrator under review. If the administrator does not waive access, the review committee must explain that full information will be available to the administrator.

E. Campus Presentation

Reviews of the Senior Vice President and Provost and of deans of academic units will involve a public presentation by the administrator under review. Public presentations may also be appropriate during reviews of other administrators. In the presentation, the administrator will address goals, achievements, and aspirations.

F. Report of the Review Committee

The review committee will submit its report to the President or the Senior Vice President and Provost, as appropriate. Oregon law governs the confidentiality of the report.

Exclusions and Special Situations:
### Procedures:

### Forms/Instructions/Regulations:

### Who is Governed by this Policy:
(Please mark all that apply by double clicking on box)

- [ ] Faculty
- [ ] Officers of Administration
- [ ] Students
- [x] Staff
- [x] Other: Executive Administrators and anyone involved in the review of such.

### Who Should Know this Policy:
Executive Administrators and anyone involved in the review of such.

### Cross Reference to Related Policies:

### Related Documents:

### Frequently Asked Questions:

### Revision/Development History:

**11/07/2012:** The UO Senate adopted a motion on November 7, 2012 that was referred for further work to an ad hoc Committee on Review of Executive Administrators. The committee was charged with the responsibility of recommending policy that answered the call of the motion [No. US12/113-04]. Committee members were Doug Blandy, Bill Harbaugh, Rob Kyr, Julie Newton, and Margie Paris. The committee met periodically throughout January, February, and early March of 2013 and presented its report and recommendations to the Senate on March 13, 2013.

**5/1/2014** – Submitted to the Senate President

### Organizational Category:
(Please mark only one by double clicking on box)

- [x] Administration and Governance
- [ ] Academic and Curricular
- [ ] Human Resources
- [ ] Facilities
- [ ] Students
- [ ] Finance and Business Affairs
- [ ] University Relations
- [ ] Health and Safety
- [ ] Research
- [ ] Information Technology
- [ ] General
University Policy Statements are interpreted in the context of University of Oregon Board of Trustees Policies, State of Oregon Law, and Federal Law.

POLICY CONSULTATION AND REVIEW

Consultation and review by the following individuals or groups:

Vice President or Sr. Vice Provost of:

Date: 

General Counsel

Date: 6/30/14

Senior Vice President and Provost

Date: 6-5-14

University of Oregon Senate President

Date: 

Click here to add Name or Group

APPROVED BY:

President or Designee

Signature 

Date: 7/1/14

POLICY EFFECTIVE DATE:

ASSIGNED POLICY NUMBER: 01.00.21