

<p>University Policy Statement California State University, Fullerton</p>
---

## UPS 210.200

# PERFORMANCE REVIEW OF ADMINISTRATIVE PERSONNEL

- A. This policy establishes an All-University Administrative Review Board to administer and to coordinate the review of administrative and academic-administrative personnel. The Administrative Review Board shall be composed of two representatives from each of the following areas:
1. Faculty - elected by Academic Senate from tenured professors.
  2. Staff - appointed by the President from tenured staff.
  3. University Administration - appointed by the President in consultation with the Chair of the Academic Senate.
  4. Student Services - appointed by the Vice President for Student Services from tenured personnel.
  5. Students - elected by the Associated Students Inc. Board of Directors.

Every representative shall serve for two-year alternating terms. Appointments shall be made by October 1 of each year, and the Board shall meet prior to October 15.

The Board shall conduct reviews every third year of the incumbency of all administrators not subject to UPS 210.000. These shall include the president, vice presidents, associate vice presidents, deans, associate deans, division chairs, directors of Student Services, the business manager, the personnel director, and administrative staff supervisors. The strictest confidentiality is to be maintained in the entire review process.

B. It shall be the responsibilities of the Board to:

1. Develop a common administrative effectiveness appraisal instrument to be used for the review process.
2. Develop annually a roster of those administrators to be reviewed.
3. Develop, in consultation with the incumbent and others that the Board feels appropriate, a list of those persons most able to review his/her performance. Whenever possible, faculty and students should be included.
4. Distribute the approved review form(s) to the administrator for signed self-evaluation and to the list of persons indicated in 3 above.
5. Collect all review forms and other relevant material.
6. Summarize numerical rating results and written comments without identifying the source of any specific comment.
7. Review the evaluations of each administrator and write an evaluative report, which shall be placed in the file.
8. Transmit the Board's evaluative report and these data with the identity of the reviewer protected to the individual administrator, the immediate supervisor and to the President. The immediate supervisor or the President (in the case of his/her own review) shall be responsible for storing these confidential data in a secure place for three years.

C. It shall be the responsibility of the immediate supervisor (except in the review of the President) to:

1. Make his/her own written review taking into account the data and evaluative report provided through the above process.
2. Consult and discuss all ratings with the person reviewed.
3. Forward his/her own review to the President.
4. Use information obtained through this review process as a factor in making personnel decisions.

By returning a sign-off sheet, which they have each initialed, the immediate supervisor and the President shall notify the Board that the review process has been completed.

**EFFECTIVE DATE: December 1, 1981**  
Supersedes: UPS 210.200 (4-16-75) and FCD 81-80  
Editorially Revised: 6-86