

UW REGULATION 5-804

Appointment, Evaluation and Removal of Academic Administrators

1. STATEMENT OF POLICY

The Trustees of the University of Wyoming observe a policy of administrative accountability, through the President, for the effective operation and distinctive quality of the University. The President is responsible for recommending the appointment or removal of all administrative and academic officers of the University and assuring regular evaluation of their performance. All such University officers serve at the pleasure of the Trustees and may be removed, upon recommendation of the President, at any time and for any reason that is not illegal.

Academic administrators serve several roles as managers of the university, leaders of their academic units, and representatives of the views and interests of their academic colleagues. Therefore, the appointment, evaluation or removal of academic administrators by the President normally shall involve significant faculty participation. This Regulation sets forth the process for personnel treatment of academic administrators and establishes the manner in which faculty participation is anticipated in the process on a timely and consistent basis.

2. DEFINITIONS

As used in this regulation:

- A. "Academic Administrators" means those University Officers designated in UW Regulation 1-1 as academic officers to whom academic units report.
- B. "Academic Unit" means a department, center, institute, school, college or other academic division to which University faculty are assigned under the aegis of the Vice President for Academic Affairs.
- C. "Advisory Committee" means a committee normally composed of a majority of faculty in the affected academic unit, appointed by a reviewing officer, formed to advise on the selection or review of an academic administrator, and including such non-faculty members (e.g., academic professionals, staff, students, or external advisors) deemed appropriate by the reviewing officer. The reviewing officer may serve on any such Advisory Committee or may designate any representative to serve as a non-voting ex-officio member.
- D. "Annual Review" means the performance assessment of each academic administrator carried out each year by his or her reviewing officer prior to the assignment of any merit increment, with a written summary prepared for both parties.
- E. "Five Year Review" means the comprehensive review of performance and overall effectiveness of an academic administrator conducted five years following appointment

by a reviewing officer from the point of view of the University and of the unit, with advice on the latter by an advisory committee.

F. "Reviewing Officer" means the President, a vice president or a dean with authority to evaluate an academic administrator and recommend his or her appointment or removal.

G. "Special Review" means the review of the performance and overall effectiveness of an academic administrator which may be conducted at any time by a reviewing officer and, in the case of unit heads, upon request of a majority of the unit faculty accepted by the reviewing officer.

H. "Unit Head" means the academic administrator, whether designated as head, chairman, director or similar title, with responsibility for the leadership and management of an academic unit other than a college of the University or the Haub School of Environment and Natural Resources.

I. "University Faculty" means Voting members of the University Faculty as defined by UW Regulation 1-1.

J. "Vice President" means the Vice President for Academic Affairs, Vice President for Research or other principal officer of the university to whom academic units report and to whom the provisions of this regulation apply.

3. APPOINTMENT

Appointment of academic administrators shall be approved by and incumbents shall serve at the pleasure of the Trustees upon recommendation of the President.

A. The at-pleasure appointment of Unit Heads shall be for a defined term (usually three to five years) to be specified at the time of appointment.

B. The appropriate dean or vice president may provide a nomination for the appointment of a department head; however personal review and individual recommendations of such appointments by the President shall be required.

4. SELECTION

Unless otherwise approved by the President or the Trustees, selection of academic administrators normally shall be pursuant to a national or, as appropriate, an international, search by the appropriate reviewing officer in accordance with University equal employment opportunity principles and with the significant participation of an advisory committee. Any advisory committee for the selection of a dean shall include at least one member who is not employed by any university and who has knowledge, training, and experience in a discipline taught within that college or school. The recommendations of any advisory committee or the direct consultation with unit faculty required in this section 4 shall not limit the authority of the Provost/Vice President for

Academic Affairs, the President, or the Board of Trustees with regard to the selection of a dean or any other academic administrator.

- A. The selection process must include direct consultation with unit faculty.
- B. A selection process may be limited to internal candidates with prior authorization by the President.
- C. Consultation on the internal appointment or reappointment of a unit head may be limited to direct consultation with unit faculty.
- D. No individual shall be appointed as an academic administrator unless he or she qualifies for tenure and, on appointment, has been recommended for tenure by the appropriate faculty.

5. EVALUATION

The President, vice president or dean, as appropriate, shall evaluate each academic administrator on an annual basis and shall, each five years following appointment, conduct an assessment of the effectiveness of the academic administrator's leadership of the academic unit. The reviewing officer shall seek input from the unit faculty as part of the assessment.

A. Annual Review

1. Annual review shall be conducted by the appropriate reviewing officer each year prior to the approval of the University's annual budget with a written summary prepared for both parties.
2. The reviewing officer shall maintain a performance file containing comments and suggestions received in the previous year related to the performance of the academic administrator under review.
3. The annual review shall include an assessment of the following factors:
 - a. effectiveness in meeting the goals of the academic unit and the University
 - b. leadership, professional competence and working relationships
 - c. review of the performance file and other materials that have been brought to the academic administrator's attention prior to the annual review by the reviewing officer.
4. The reviewing officer may consult with individual faculty members, an ad hoc committee, or any other persons familiar with the administrator's performance.
5. Any merit increment awarded to an academic administrator shall be linked to the annual review.

B. Five Year Review

1. Every five years, or more often if circumstances warrant, and prior to the reappointment of any unit head, the appropriate reviewing officer shall conduct a comprehensive review of the performance and overall effectiveness of each academic administrator.
2. The review shall reflect the views of both the University and the academic unit; and the reviewing officer shall be advised on the views of the academic unit by an advisory committee which shall:
 - a. Consider the annual reviews of the academic administrator; solicit the opinions of faculty, students, staff and administrators; and examine objective data regarding the progress of the academic unit.
 - b. Submit a confidential, reasoned report, a draft of which shall be submitted to the academic administrator for comment, assessing the strengths and weaknesses of the academic administrator, and providing suggestions for improvement, as appropriate.
 - c. Develop a summary of their report in cooperation with the reviewing officer, who shall distribute the summary to the academic unit.

C. Special Reviews

1. A reviewing officer may conduct a special review of an academic administrator at any time, which shall follow the procedures established for a five year review.
2. A majority of an academic unit may request a special review of its unit head at any time.
3. In the event a reviewing officer, after consultation with a unit faculty, does not support a request for a special review and the faculty do not recede from the request, the matter shall be referred to the vice president for a decision.
4. At the discretion of the Vice President for Academic Affairs, a special review, pursuant to this Regulation, may be conducted for any academic support unit as such is designated by the Vice President.

6. REMOVAL

Reviewing officers may recommend the removal of an academic administrator at any time for any reason that is not illegal. However, no removal of an academic administrator shall be final until acted upon by the Trustees upon recommendation of the President.

Source:

University Regulation 804, Revision 2; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 1/17/2014 Board of Trustees meeting

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