

EVALUATION OF APA ADMINISTRATORS

Every Administrator is evaluated once in a 12-month period based on Article IV of the Agreement between the Board of Higher Education and the Association of Professional Administrators, MTA/NEA (APA).

CRITERIA FOR EVALUATION

1. Effectiveness in carrying out administrative duties and responsibilities assigned according to the provisions of Article III and as listed in the job description; and
2. The nature and quality of the administrator's undertaking to maintain and augment their knowledge and skills in the professional field in which they are assigned; and
3. The timely and complete written evaluation of subordinates on forms identified for that purpose by the APA agreement.
4. Such other information pertinent to the administrator's contribution to the University community as may be submitted.

MATERIALS TO BE UTILIZED IN THE CONDUCT OF EVALUATIONS

1. The applicable job description, as may be amended from time to time, together with any statements of the Administrator's plan for professional development, if applicable;
2. The Administrator's Bi-Annual Report to the Administrative Area Supervisor (Appendix C) completed by the Administrator;
3. The APA Annual Performance Narrative Form (Appendix D); and,
4. Materials contained in the Administrator's Official Personnel File, including prior evaluations and Appendices.
5. Other materials either the Administrator or the evaluator believes are relevant to the performance of the Administrator since the last Performance Narrative or annual evaluation.

EVALUATION PROCESS

The evaluation process of all administrators consists of:

1. Bi-Annual Reports by the Administrator are submitted on or about November 1 and April 1 of each year.
2. After the Administrative Area Supervisor receives the first Bi-annual Report on or about November 1, the Administrative Area Supervisor and the Administrator meet to discuss

the items submitted in the Bi-Annual Report, including accomplishments, successes, challenges, and project updates, planning, or review during the reporting period. The Administrative Area Supervisor keeps the document on file until after the second Bi-Annual Report is submitted on or around April 1.

3. During April, the Administrative Area Supervisor completes Appendix D, the APA Annual Performance Narrative Form, and provides a copy to the Administrator one week prior to meeting with the Administrator to discuss the contents of the Bi-Annual Reports and the Annual Performance Narrative Form.
4. Within one week following the Annual meeting, the Administrator has the option to submit a written response to the Administrative Area Supervisor's evaluation.
5. Between May 1 and May 8, the Administrative Area Supervisor sends all three forms, an updated job description, and any other relevant materials to the Chief Administrative Officer.
6. By June 15, the Chief Administrative Officer Reviews the Annual Performance Narrative and Bi-Annual Reports, signs, and provides a copy to the Administrative Area Supervisor (who provides a copy to the Administrator) and sends the originals to Human Resources for inclusion in the Administrator's Official Personnel File.

EVALUATION OF PROVISIONAL ADMINISTRATORS

1. At the midpoint and prior to the conclusion of the first year:
 - a. Initial Appointment: Administrator submits a Bi-Annual Report form prior to the midpoint AND before the conclusion of the first year of employment.
 - b. Annual Performance Narrative is completed by the Administrative Area Supervisor at the mid-point AND prior to the end of the provisional service period.
 - c. In the case of a promotion to a Director or Assistant Dean position OR if promoted to an administrative area different from the Administrator's prior assignment, provisional evaluations are required.