

Institutional Handbook of Operating Procedures
Policy 10.02.01

| | |
|------------------------------------|---|
| Section: Academic Policies | Responsible Vice President: EVP and Provost |
| Subject: Academic Faculty Policies | Responsible Entity: Council of Deans |

I. Title

Evaluation of Academic Administrators

II. Policy

In accordance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 3.2.10 and IHOP - 10.01.03 - Review of Existing Degree Programs, all [academic administrators](#) as defined in this policy will be evaluated annually by their immediate supervisor.

Additionally, an evaluation which includes input from faculty, staff, students, and where appropriate alumni, will be completed at least every six years.

An external review of an academic program, or in the case of the Dean, an external review of a School, shall suffice for this required six-year review.

University faculty who hold academic administrative positions as head of academic units, such as department chairs, program directors, and center and institute directors, serve in these successive one-year appointments at the pleasure of the dean of the school in which they hold their appointments, and the President. Deans serve at the pleasure of the President.

III. Procedures

The President or designee shall appoint a committee to conduct a review of all academic administrators, at least every six years. This committee shall include a member of the UTMB Faculty Senate.

A written report will be provided to the academic administrator under review and to the immediate supervisor. The report will also be made available to the Chief Academic Officer, the President, and the Executive Vice Chancellor of Health Affairs of the UT System.

IV. Relevant Federal and State Statutes

[19 Texas Administrative Code §5.52](#)

V. Relevant System Policies and Procedures

[Regents' Rules and Regulations Series 30501 – Employee Evaluations](#)
[Regents' Rules and Regulations Series 31101 – Evaluation of Administrators](#)

VI. Related UTMB Policies and Procedures

[IHOP - 10.01.03 - Review of Existing Degree Programs](#)

VII. Additional References

[SACS Comprehensive Standards](#)

VIII. Dates Approved or Amended

| | |
|-------------------------------|---------------------------------|
| <i>Originated: 11/14/2006</i> | |
| <i>Reviewed with Changes</i> | <i>Reviewed without Changes</i> |
| 02/06/2014 | 06/03/2021 |
| | |

IX. Contact Information

Council of Deans
(409) 772-2664