

**POLICIES & PROCEDURES**  
**Fairmont State University Board of Governors**  
**POLICY NO. 23**

**TITLE: ADMINISTRATOR EVALUATION**

**SECTION 1. GENERAL**

1.1 Scope – Policy regarding the evaluation of administrators

1.3 Effective Date – February 3, 2005

**SECTION 2.**

The President or his or her designee shall conduct a written performance evaluation of the administrator every third year of the administrator's employment. The administrator's performance shall be evaluated in relation to the duties and responsibilities assigned by the president or designee and any other criteria previously established by his or her supervisor.

The President or his or her designee shall appoint a committee of institutional personnel including faculty and staff, members of boards of advisors where appropriate, students, and a representative of the governing board where appropriate who are knowledgeable in matters pertaining to the administrator's area of responsibility to assist in the evaluation in a way deemed most appropriate by the president.

The committee shall meet with the administrator and may schedule interviews, meetings, or open forums to receive the views of the campus community and community at large.

The President or his or her designee shall use the report of the committee in his or her own written evaluation of the administrator. The President or designee's evaluation shall be reported to the Chair of the Board of Governors.

In addition to the formal evaluation every three years, the administrator shall receive a yearly evaluation. The yearly evaluation shall be based on a self-evaluation consisting of a critical review of progress in achieving goals from the previous year and the setting of goals for the subsequent year.

**SECTION 3.**

Those administrators covered under this policy include: Vice Presidents, Provosts, Assistant or Associate Provosts, others as determined by the President.

The President will develop an initial rotation schedule for the evaluations, with approximately one-third done in any given year.