



CALIFORNIA STATE UNIVERSITY, LONG BEACH

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| Subject: Periodic Non-academic Administrative Review | |
| Department: Staff Personnel Services | Reference No.: |
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It is the policy of California State University, Long Beach (CSULB) to evaluate the performance of all employees included in the Management Personnel Plan (MPP) for the purpose of 1) providing objective and specific information regarding individual and organizational performance; and 2) providing information and suggestions for improvement of individual and organizational performance.

Applicability

Each employee in the Management Personnel Plan will participate in the annual performance appraisal and evaluation procedures.

In addition, incumbents in selected senior administrative positions will participate in periodic evaluations as described in this policy.

Since current Academic Senate policy includes procedures for periodic review of academic administrators in the Division of Academic Affairs, that policy takes precedence. Accordingly, senior administrative positions in the Division are excluded from this policy.

The senior non-academic administrative positions to be included in the periodic review process are listed in Section IV.

These positions were selected based on the following criteria:

Line managers reporting directly to the President, Vice President for Student Services or the Vice President for University Relations and Development, and staff managers reporting directly to the President.

Other managers may be selected at the discretion of the President or division executive.

Responsibility

At the request of the President, the Vice President for Administration and Finance shall be responsible for the implementation of the periodic Administrative Review Process for selected administrators.

Non-academic Administrators to be Reviewed

The senior non-academic administrative positions (or their functional equivalency should organizational titles change) to be included in the periodic review process are listed below:

Office of the President
Director, Affirmative Action
Executive Assistant to the President

Evaluation Period

The initial review of the administrator shall normally be conducted upon completion of three years of service in his/her position. Subsequent reviews shall be conducted in the fifth year following the previous review.

For purposes of this policy, "years of service in a position" is defined as the period the administrator has served in a position whether in an acting, interim, or permanent appointment.



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Administrative Review Committee(s)

Membership

There shall be one Administrative Review Committee (ARC) established for each individual being reviewed. Each ARC shall consist of the following members:

One tenured faculty member recommended by the Academic Senate.

One staff member recommended by the Staff Council.

One student member recommended by the Associated Students, Inc. or one alumna/alumnus recommended by the CSULB Alumni Association.

One CSULB administrator recommended by the President or appropriate division executive of the position being reviewed.

At the discretion of the President or division executive, one additional member may be selected to serve on the ARC. This assignment is normally based on the area of responsibility of the administrator being reviewed and by the procedure specified above.

B. Selection of the Members

1. At the direction of the President, the Vice president for Administration and Finance will initiate the requests for recommendations of people willing to serve on an Administrative Review Committee (ARC) in the upcoming cycle.
2. All recommendations of ARC members will be forwarded to the Vice President for Administration and Finance who will coordinate the specific committee assignments with the appropriate division executive.
3. Each committee reports to the appropriate division executive.
4. Each committee is appointed "ad-hoc" and as such their work is to be concluded during the review year.
5. Each committee will select a chair at the first meeting. All correspondence issued by the committee shall be submitted under the signature of the chair.

C. Support to and for the Committees

1. The President or appropriate vice president is responsible for providing support staff for each of his/her ARCs. In addition to attending all meetings of the ARC, the support staff person is expected to provide logistical support, clerical support, etc.
2. Each division executive has the responsibility of calling the first meeting of each Administrative Review Committee and setting the charge of the committee. Divisions should attempt to coordinate this evaluation with the annual review process.

Administrative Review Committee Responsibility and Process

A. Each ARC is responsible for collecting, organizing and summarizing relevant data concerning the administrator's performance during the interval since the last review. An objective evaluation may be used in conjunction with any subjective process. Suggested criteria would include, but not limited to, general administrative effectiveness, working relations with the system and the campus, community relations and professional service, and leadership/management



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skills. The Office of Staff Personnel Services shall maintain a file of sample evaluation instruments (surveys, questionnaires, etc.) that may be used by the committee.

B. The process shall include a meeting of the committee and the administrator to be reviewed prior to the start of the evaluation process.

C. Upon completion of the review, a copy of the evaluation is forwarded to the reviewed administrator. The reviewed administrator shall be granted two weeks to respond to the evaluation and/or request a meeting with the review committee. A copy of the final evaluation along with any supporting documentation and response by the reviewed administrator, shall be sent to the appropriate division executive. At the discretion of the division executive, a meeting of the division executive with the committee will be provided.

D. Upon receipt of the committee's work, the division executive will meet with the individual being reviewed to discuss the evaluation. The committee's final evaluation, if any, shall become part of the permanent personnel record maintained by the Office of Staff Personnel. All records remain confidential.

E. Each division executive is responsible for reporting the results of the evaluations conducted in his/her division to the President.

Periodic Review Schedule

Review Schedule (Review Year coincides with the fiscal year)

A. No division will conduct more than one-half of its administrative reviews in any given Review Year.

B. Year preceding the review year

March 15 In consultation with the Division Executives, the Vice President for Administration and Finance will prepare the list of administrators to be reviewed in the subsequent year. A request for recommended committee members is forwarded to the appropriate councils and organizations.

May 1 Names of recommended committee members are forwarded to the Vice President for Administration and Finance.

May 15 Individual committees are formed by the appropriate division executive.

C. Review Year

Oct 1 First meeting of each ARC to be called and Chair selected.

April 1 Completed evaluation submitted to the appropriate division executive.

Confidentiality

University policy, state and federal laws regarding confidentiality, as well as appropriate professional ethics, will be observed in obtaining information, in implementation of the procedures, and in the reporting procedures.

FORMS: NA