



Originally Issued: July 12, 2013

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Procedure Owner: Chief Human Resources Officer

SACSCOC Standard: 5.4

Procedures for Senior Administrator Evaluations

Persons classified as senior administrators at Athens State University are in leadership positions and generally have three common responsibilities: 1) supervision and management of personnel groups, 2) management of tasks with specific and recurring timelines, and 3) development and/or maintenance of a budget and will be evaluated by these procedures.

- Provost/Vice President for Academic Affairs and Student Services
- Vice President for Financial Affairs
- Vice President for University Advancement
- Chief Information Officer and Associate Vice President
- Associate Vice President for Enrollment Management and Student Services
- Assistant Provost for Planning Budgeting and Assessment
- Assistant Vice President for Financial Affairs/Business Manager
- Assistant Vice President for External Support and Alumni Affairs
- Assistant Vice President for Development
- Chief Human Resources Officer/Assistant Vice President – Human Resources
- Chief Marketing Officer and Associate Vice President
- Dean for the College of Business
- Dean for the College of Education
- Dean for the College of Arts and Sciences
- Director of Kares Library

Administrator Performance Evaluations

In accordance with the University policy, the individuals in the aforementioned positions must be evaluated annually. The supervisor responsible for conducting the annual evaluation is identified in the respective job description.

After completing the appropriate Senior Administrator Performance Evaluation, the Supervisor will schedule a conference with the individual being evaluated to discuss the evaluation. Once the conference has taken place, the evaluation is signed by the Supervisor and the individual who was evaluated (evaluatee) to verify that the conference took place. The signature of the evaluatee does not necessarily indicate agreement with the evaluation.

Subsequent to the evaluation meeting, the evaluatee may respond with written comments about the contents of the evaluation if they so choose. Both the signed evaluation and any written responses will become part of the evaluatee's confidential personnel file.



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Timeline for Evaluations

The evaluation period should be the calendar year January 1 through December 31. Senior Administrator Performance Evaluations must be turned in to the Office of Human Resources no later than February 28th.