

**Policy 1307**  
**Performance Evaluation of Administrative & Professional Faculty**

**Date of Current Revision: April 2022**  
**Responsible Officer: Director of Human Resources**

**1. PURPOSE**

This policy delineates the method for providing annual performance evaluations of administrative & professional faculty.

**2. AUTHORITY**

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

**3. DEFINITIONS**

**Administrative & Professional Faculty (A&P faculty)**

Administrative faculty and professional faculty are normally referred to collectively, as both require advanced learning acquired by prolonged formal instruction and/or specialized training and work experience; however, the university recognizes administrative faculty and professional faculty as distinct position types.

*Administrative Faculty* positions are generally senior administrators who perform work related to the management of the educational and general activities of the university for at least fifty percent (50%) of their work. Typically, administrative faculty serve in executive leadership roles such as vice president, provost, dean, assistant or associate vice president or dean, or assistant or associate vice provost. Other administrative faculty roles can include (1) those responsible for the administrative direction of separately designated divisions or departments of institutional activity; (2) positions whose primary responsibility is to attract external funds; or (3) positions that are characterized by active, continuing involvement in formulating, interpreting and implementing institutional policy, and exercise substantial independence, authority and discretion in areas such as program planning, design and allocation of resources. The organizational reporting relationship for administrative faculty is normally not lower than three levels below Executive Council positions. For Academic Affairs, this would include: Vice Provost/Dean (level 1), Academic Unit Head/Director (level 2) and Associate Director (level 3).

*Professional Faculty* require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. Typical professional faculty positions are librarians, counselors, coaches, physicians, lawyers, engineers and architects. Other professional positions may support education, research, University Life and other such activities. Professional faculty positions must require the incumbent to regularly exercise professional discretion and judgment, and to produce work that is intellectual and varied and is not standardized.

**Reviewer**

The supervisor of an employee's immediate supervisor, or another person designated to review

an employee's position description, performance plan, performance rating and who responds to appeals of performance ratings.

#### **4. APPLICABILITY**

This policy applies to all administrative & professional faculty and those who supervise administrative & professional faculty.

#### **5. POLICY**

Each administrative & professional faculty member's performance will be formally evaluated on an annual basis, according to schedules and procedures set out in this policy.

#### **6. PROCEDURE**

The annual evaluation period for administrative & professional faculty is July 1 to June 30. Annual performance evaluations are to be conducted between June 1 and August 31 each year and submitted to Human Resources by the last workday in September.

Supervisors may complete the annual evaluation using the [Administrative & Professional Faculty Job Description & Performance Evaluation](#) form which contains all required elements: (1) the job description, (2) objectives for the performance cycle, and (3) the performance evaluation. Alternately, supervisors may choose to use a narrative document instead of the Administrative & Professional Faculty Job Description & Performance Evaluation form if the Job Description (Section 1 of the form) has been filed with Human Resources. In addition, all performance evaluations written in narrative form must include objectives for the performance cycle and an evaluation of the employee's performance along with any needs or goals for professional development.

A copy of the Job Description – Section 1 of the Administrative & Professional Faculty Job Description and Performance Evaluation form - must be provided to Human Resources upon initial development, whenever revised, and with the annual performance evaluation.

The performance evaluation process includes reviewing the progress of goals and objectives set for the preceding performance cycle, as well as setting goals and objectives for the succeeding performance cycle.

Multiple sources of information - e.g., client/customer feedback, feedback on supervisor by subordinates, peer feedback, self-assessment - should be incorporated into the evaluation process.

The immediate supervisor must obtain the reviewer's comments and signature prior to discussing the evaluation with the employee being evaluated. The employee must receive a copy. The supervisor will retain an administrative copy for the department's files while the employee is actively employed and for five years following separation. The supervisor submits the completed evaluation, along with a current position description, to Human Resources by the last workday in September.

## **7. RESPONSIBILITIES**

It is the responsibility of the supervisor to work with the employee in completing the Job Description (Section 1 of the Administrative & Professional Faculty Job Description and Performance Evaluation form) and ensuring a copy of it is submitted to Human Resources upon initial development, whenever revised, and with the annual performance evaluation.

It is the responsibility of each supervisor of administrative & professional faculty to formally evaluate the employee's performance annually, which should be the culmination of regular feedback and coaching, and to complete and submit the evaluation to Human Resources in accordance with established schedules and procedures.

All departments, offices and employees that generate, receive or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#)-Records Management.

## **8. SANCTIONS**

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

## **9. EXCLUSIONS**

This policy does not apply to instructional faculty.

## **10. INTERPRETATION**

The authority to interpret this policy rests with the president and is generally delegated to the director of human resources.

Previous version: June 2018

Approved by the President: May 2006

## **ADDITIONAL RESOURCES**

[Administrative & Professional Faculty Handbook](#)

[Website: A&P Faculty Job Description and Performance Evaluations](#)

[Administrative & Professional Faculty Performance Evaluation - Section 1 - Job Description and Key Responsibilities](#)

[Faculty Handbook](#)

[Policy 1335 - Administrative & Professional Faculty - Terms and Conditions of Employment](#)

[Policy 1339 - Negotiated Amicable Separation Agreements for Administrative & Professional Faculty](#)