

PROCEDURES FOR PERIODIC CGU FACULTY PARTICIPATION IN THE REVIEW OF SENIOR ADMINISTRATORS

Senior administrators of Claremont Graduate University (Provost and Vice President for Academic Affairs, Vice President for Finance and Treasurer, Vice President for Advancement) are appointed by the Board of Trustees upon the recommendation of the President. Their performance is reviewed annually by the President. In addition, the CGU faculty recommends that the Faculty Executive Committee appoint faculty teams to review the performance of the senior administrators on an annual basis. Such reviews of at least one senior administrator will be conducted each academic year.

Periodic faculty participation in the review of CGU senior administrators shall aim to inform the faculty and the President of the faculty's view of the performance of senior administrators. Faculty participation in each review is intended to help assess the administrator's success in fulfilling the responsibilities outlined in the administrator's job description and other relevant activities and to suggest ways in which these responsibilities might more effectively be fulfilled.

The Faculty Executive Committee shall designate a three-member task committee of the faculty to prepare each review for transmittal to the President. With input from and agreement of the President, the task committee shall prepare a statement of the specific objectives of the review and methods to be used for gathering faculty views. The administrator under review shall have an opportunity to comment on these objectives and achievements during the period under review. This statement shall be distributed to the CGU faculty before or at the same time that the task committee conducts its review.

After conducting its review, the task faculty committee shall submit a draft of its report to the chair of the FEC and the administrator(s) under review for the purpose of correcting factual errors. Each task committee's final report shall be submitted to the FEC Chair, the CGU President, and the administrator under review. The FEC Chair will meet with the President in May to discuss the results of annual reviews. In addition, the FEC Chair shall prepare a summary of the report for the CGU faculty. The President will report results of administrative reviews annually to the Board of Trustees, as appropriate. The deliberations and findings of the task committee shall be strictly confidential, except as provided in the previous items.

Approved by Faculty 4/17/2000