

POLICY – Vice Presidents' Performance Review

- a. Authorized Evaluators: The President, and representatives of the Board of Trustees as appropriate.
- b. Conference: An evaluation conference is a meeting in which evaluators discuss with the person evaluated the results of the evaluation and announce recommendations.
- c. Consultation: A consultation is a conference with the person evaluated following an evaluation visitation. A consultation should (a) indicate areas of competence and (b) make specific suggestions for the improvement in the administrative role as per the job description.
- d. Evaluation: An evaluation is a periodic and specified formal judgment of an employee's performance. The evaluation will be recorded on a standard University form and will be completed by the time chosen as per the evaluation schedule.
- e. Evaluation Terms: The rating scale for use on standard University evaluation forms reflecting appropriate performance expectancies shall be the following:
 - i. Performance exceeds expectations: (Used to commend the employee for performance above the expected)
 - ii. Performance meets expectations: (Used to acknowledge meeting the institutional expectations for the performance of duties and responsibilities)
 - iii. Improvement recommended: (Used to warn the employee that performance is below institutional expectations)
 - iv. Performance does not meet expectations: (Used for unacceptable performance) Not applicable/Insufficient data
- f. Self-Evaluation: A summary written by the Vice-President of all the activities performed over the course of the evaluation period.

To foster development of executive talents and achievements, improve commun[1]6(c)-m0t Tmon

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upon by the both the President and VP will serve as the definitive list of roles, duties, and responsibilities.

Strategic Roles:

1. In general, provide leadership in matters of academic and non-academic strategy, exploring, developing, launching, and sustaining initiatives consistent with the university mission.
2. Regularly advise the President on institutional matters.
3. Understand the university's special mission and history, appreciate all functions, be cognizant of trends in the higher education environment, and comprehend the educational ecosystem and labor market in which the university is located.
4. Participate in university-level strategic planning and lead academic planning which feeds into the broader planning process.
5. Contribute to the development and execution of university plans for e.g., quality assurance; technology; and communications/public relations as they apply to their respective roles.
6. Help build capacity and a positive culture among AUK's employees.

Managerial Roles:

1. Oversee the assessment and enhancement of the operations through systematic program reviews and quality assurance measures.
2. Review existing, and develop new, policies and procedures as needed.
3. Work with direct reports to plan, develop and implement the annual budget for the respective units; approve expenditures; and stay within budget.
4. Analyze resource allocation decisions based on return on investment and reallocate human and financial resources to other uses that better support the mission.
5. Collaborate with the University Cabinet, College Deans, and Directors of Units on institutional strategic planning and the delivery of outcomes that ensure the University's progress.
6. Delegate appropriate tasks.
7. Manage and evaluate all direct reports.
8. Assess the efficiency (costs and productivity of inputs) and effectiveness (outcome achievement) of their units on an ongoing basis.

Human Resources-Related Roles

1. Review hiring requests and recommend new and replacement positions to the President for approval.
2. Ensure the continual professional development of employees from orientation through the phases of their careers.
3. Promote diversity, inclusion and equity, including gender equity and equal opportunity, to minority groups.
4. Ensure equity in terms and conditions of employment for employees within the units.

Executive and Administrative Roles

1. Appear before the Board of Trustees to discuss matters as required.
2. Collaborate with the President on his/her academic vision.
3. Advocate for the university, and participate in fundraising and alumni relations in conjunction with the Office for Advancement.
4. Work closely with ARD and Student Affairs to promote access and success for students.
5. Ensure that operations are aligned with accreditation standards through the implementation of systemic assessment and monitoring.

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The President's Review of the Self-Study

The ability of the VP to critically self-assess and demonstrate his/her understanding of their challenges and successes of the evaluation period as well as

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Any rating other than "Performance meets expectations" must be accompanied by an

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Provides comprehensive reports and productively contributes to discussions in University Cabinet and other meetings.		
Participates in decision-making, sometimes possibly questioning and disagreeing, but afterwards sharing in collective responsibility for decisions.		
General Comments:		

Name: _____

Signature: _____

Date: _____

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