



Policy Number	37
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Approved By	President, VP of Operations
Upcoming Review	September 2027

Evaluation of Academic Administration Effectiveness

Purpose

The purpose of this policy is to outline the responsibilities of the College's academic administration with regard to evaluation and improvement of administrative effectiveness.

Scope

This policy shall apply to all personnel in academic administration.

Policy

The effectiveness of the administrative staff is important to the upkeep and maintenance of ACATCM. To ensure the quality of the administration of services, the personnel in administration are to keep in accordance with the standards set out by ACATCM.

Administration Review

In an effort to enhance performance and development, the academic administrative staff and their office shall conduct a review of processes and receive feedback from faculty within their unit on an annual basis. The mechanism for collecting these reviews will be announced and made available to admin staff and faculty by the Vice- President of Operations. Resultant feedback will be provided to the administrators by the Vice-President Operations Office. Such feedback is intended to be formative and provide timely input on significant issues within the unit, if any are present.

Frequency

Four months prior to the review, notice of review will be sent out to the administrative staff. Proceeding the notice, the Vice President of Operations office and the Director of Finance and Human Resources will jointly collect data necessary to the review. The review will be conducted in the month of July.

Process

The evaluation of administration shall take into account:

1. Surveys completed on the performance of administration;

2. The behavior of administration staff and office;
3. Interactions of administrative staff with fellow administrative staff, instructors, and students.
4. Attentiveness to responsibilities of administration, including:
 - a. Working towards the goals of ACATCM;
 - b. Achievement of responsibilities to ensure the consistent operation of the school and program;
 - c. Aid of both faculty and students as required;
 - d. Communication ability in written, verbal, or listening skills.

Senior Administration Review

The purpose of the periodic evaluative review is to evaluate a senior leader's capabilities against leadership criteria. Three elements contribute to this evaluation:

1. Annual performance reviews that have occurred since the last comprehensive review;
2. The Director of Finance and Human Resources personnel observations and gathering of feedback over time;
3. Results of a survey in which review data is solicited from multiple reviewers internal to the College, as appropriate. The survey should be relevant to the role of the senior leader.

Frequency

The evaluative review will be conducted three years following the date of hire and every three years. The process for review will be September ending in July.

Process

The Director of Finance and Human Resources will inform the senior administration when a Comprehensive Review is being initiated.

1. The Senior Administration Review shall be conducted by the Director of Finance and Human Resources and the President.
2. Those conducting the senior administration review shall first convene early in the fall with the Executive Director and the President to discuss the process and establish the schedule for review(s);
3. Senior Administration will be reviewed every three years. All reviews will be completed by the end of the academic year;
4. Those conducting the senior administration review then prepare a self-evaluation for the Senior Administration, to be submitted by a designated date, to the Executive Director;

5. At its discretion and in consultation with the Executive Director, those conducting the senior administration review may draw up an additional list of people pertinent to the review who will be contacted. Any additional list of names will be shared with the administrator;
6. Those conducting the senior administration review will then formulate a set of questions to ask of those on the list(s) and solicit input from them. All teaching and general faculty will also be invited to submit letters evaluating the administrator. All letters are confidential.
7. The Director of Finance and Human Resources shall then prepare a written report to the President summarizing all input and evaluating the performance of the administrator. No recommendations regarding salary or renewal shall be given in the report. The report, along with all letters collected, shall be submitted to the Executive Director.
8. To avoid conflict of interest, the Executive Direct will review the performance of the Vice -President of Human Resource and the President.