

#### **4.13 – Unclassified Personnel with Administrative and Academic Responsibilities**

<https://www.emporia.edu/university-policy-manual/table-of-contents/academic-affairs/unclassified-personnel-with-administrative-and-academic-responsibilities/>

### **PROCEDURES**

#### **ACADEMIC AFFAIRS**

Performance evaluations for a faculty member whose duties are primarily academic and are assigned a percent of time to administrative responsibilities will be completed by the faculty member's Dean. The director of the office in which the faculty member's administrative responsibilities are performed will provide to the Dean an evaluation of the faculty member's administrative performance. The administrative supervisor's evaluation shall be based on any information deemed pertinent in assisting the Dean to evaluate the faculty member's overall performance. A copy of the final evaluation shall be provided to the faculty member by the Dean.

Performance evaluations for faculty members whose primary responsibilities are administrative will be completed by the Dean or the individual supervising the faculty member's administrative assignments. Such evaluations will include the employee's performance of primary administrative responsibilities. The School or College's faculty recognition committee and/or Dean shall provide an assessment of the faculty member's teaching, research, and/or service contributions to the mission of the University. All evaluation material shall be forwarded to the faculty member's Dean and Provost & Vice President for Academic Affairs for consideration of academic rank, tenure, and promotion.