**Annual Evaluation of Vice Presidents P/PPS No. 04.01  
and Director of Athletics Issue No. 4**

**Effective Date: 02/14/2024**

**Next Review Date: 02/01/2028 (E4Y)**

**Sr. Reviewer: President**

**POLICY STATEMENT**

*Texas State University is committed to maintaining a systematic and transparent process for conducting annual evaluations of vice presidents and director of Athletics.*

**01. GENERAL INFORMATION**

01.01 The Texas State University president is responsible for conducting annual and systematic evaluations of vice presidents and the director of Athletics. Generally, these evaluations are designed to provide regular assessment of job performance for each of these individuals to help improve job performance. To complete these annual appraisals, and in accordance with the procedure described in [UPPS No. 04.04.20](http://policies.txstate.edu/university-policies/04-04-20.html), Staff Performance Management System, the president has adopted the alternate appraisal system outlined in this Presidential Policy and Procedures Statement (P/PPS).

01.02 The goals of these annual appraisals are the same as the goals for annual appraisals completed under the procedures outlined in [UPPS No. 04.04.20](http://policies.txstate.edu/university-policies/04-04-20.html), Staff Performance Management System, namely:

a. to help ensure that the quality and quantity of work performed by Texas State staff members best meets the university's needs;

b. to allow for continuous communication between supervisor and employee about job performance;

c. to offer supervisor and employee the opportunity to develop a set of expectations for future performance;

d. to provide the opportunity for supervisor and employee to assess the employee's past performance;

e. to provide for future development of the employee; and

f. to provide supporting documentation for pay decisions, promotions, transfers, grievances, complaints, disciplinary actions, and terminations.

**02. PROCEDURES FOR ANNUAL EVALUATIONS**

02.01 By April 15 of each year, the president will send a letter to the vice presidents and director of Athletics, requesting background material to be considered during the annual performance review. The president will ask each individual to prepare a statement representing a personal annual performance evaluation for work completed during the previous year. This self-evaluation should include a summary of accomplishments for the year, including an analysis of areas where the individual has not accomplished what they hoped for and goals for the coming year. This evaluation must address the individual’s leadership, employee development, and performance appraisal.

02.02 Following the specified deadline for submission of these self-evaluations, the executive assistant to the president will schedule an individual meeting with the president for each of these individuals. During these individual annual performance evaluation interviews, the president and the participant will discuss performance for the previous year and goals for the coming year.

02.03 Following these annual performance evaluation interviews (no later than June 30), the president will provide a summary of the results of these evaluations to Human Resources, along with any necessary documentation of concerns that arose during these evaluations. The president will also provide the Budget Office with outcomes in the form of salary recommendations for the coming year.

02.04 Nothing in the above sections shall be interpreted to prohibit more frequent or expanded reviews at the discretion of the president nor to contradict the policy stated in [The Texas State University System Rules and Regulations](https://www.tsus.edu/about-tsus/policies.html), that "administrative officers... shall serve without fixed term subject to the pleasure of the President and the Board."

**03. REVIEWERS OF THIS PPPS**

03.01 Reviewer of this PPS includes the following:

Position Date

President February 1 E4Y

**04. CERTIFICATION STATEMENT**

This PPS has been approved by the following reviewer and represents Texas State University Presidential policy and procedure from the date of this document until superseded.

President; senior reviewer of this PPS