



University Policy Statement California State University, Fullerton

UPS 100.620

REVIEW OF ADMINISTRATIVE UNITS

PREAMBLE

The document below institutes a Review of Administrative Units. The Program Performance Review of Academic Units is expected to enhance the University's academic performance in the future; so too, it must be expected that the University would benefit from the Review of Administrative Units, which will allow them to fulfill their responsibilities more effectively.

POLICY

1. Each administrative unit shall be reviewed at five-year intervals. The president shall establish the units to be reviewed and the initial schedule of reviews so that an approximately equal number of reviews will take place each year.
2. A unit shall be reviewed by a committee composed of:
 - two (2) faculty, elected by the Academic Senate
 - two (2) academic administrators, appointed by the President
(or designee) from other units
 - one (1) staff member, elected by the Staff;
 - one (1) student, appointed by the Associated Students,
in the case of units which directly affect the student body;
 - one (1) representative, from a non-academic unit appointed by
the President.
3. The unit to be reviewed shall prepare a self-study, defining its role and the function of its personnel. This report shall include statements of goals and criteria by which the performance of the unit and its members should be judged.
4. The review committee shall survey units, groups or individuals who have dealings with the unit under review. Each academic department, the fundamental administrative unit of the campus, must be formally queried through its Chair. Other respondents may be suggested by the unit and the review committee with the final list determined by the latter.

5. The review committee shall write a report based on the self-study, the survey, and any other written evidence assembled by the unit or the review committee. The unit may respond to the report in writing. The review committee shall present its written report and any response to the President. The report and the data obtained are confidential.
6. The reviews of individual administrators carried out by the Administrative Review Board are not a part of the review process described here. The process established in this document concentrates on reviewing the efficacy of the entire unit.

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