

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY NO: 1325**

**MPP PERIODIC REVIEW PROCESS**

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It is the policy of California State Polytechnic University, Pomona (CPP) to review the employees included in the Management Personnel Plan (MPP) to (1) provide objective and specific information regarding individual and organizational performance; and to (2) provide information and suggestions for improving and optimizing organizational performance.

**GUIDING PRINCIPLES FOR MPP REVIEWS**

The review process of MPP administrators is intended as both a developmental and performance management tool. The guiding principles for the process are enumerated below:

1. The review process shall be fair, balanced, formative, rigorous, and related to the area of responsibility of the MPP being reviewed.
2. The review process shall include broad opportunity for input from all organization levels as defined by the Review Committee, including tenured and probationary faculty, administrators, temporary faculty, staff, students and members of the outside community.
3. Results shall be treated confidentially and in the same manner as any performance reviews at CPP.
4. A summary report of results will be prepared and provided to the university community and the Executive Committee of the Academic Senate by the President or his/her designee.
5. CPP policies, procedures, and practices do not permit anonymous input.

**1.0 APPLICABILITY OF THE MPP PERIODIC REVIEW**

- 1.1 This policy applies to periodic review of the following MPP administrators:
  - A. All University level Vice Presidents
  - B. All College Deans including the Dean of Extended University, Dean of Students, and Dean of library
  - C. Associate Vice President, Research and Graduate Studies

- D. Associate Vice President, Undergraduate Studies Academic Programs
- E. Associate Vice President, Academic Planning, Policy, and Faculty Affairs

The President may at his discretion request periodic review of any MPP administrator that is not included in the above list.

- 1.2 The administrators, who have served a minimum of three years of full-time service in their current position, shall be subject to the Periodic Review. For purposes of this guideline, years of service in a position is defined as the period the administrator has served in the position whether in an acting, interim, or permanent appointment. The MPP Periodic Review will be initiated during the fourth year after the initial appointment and every five years thereafter. The President can direct a special Periodic Review at other intervals.
- 1.3 The President or designee will maintain a list of administrators subject to Periodic Review and create a five-year review schedule. The President or designee shall notify the administrators to be reviewed. No later than three weeks from beginning of the fall term of each academic year, the President or designee shall provide a list of the administrators subject to review in that academic year to the Academic Senate and request selection of faculty members who serve on the review committee of the administrator. The review process shall begin in the fall and shall be concluded no later than May 15th of the same academic year.

## **2.0 MPP PERIODIC REVIEW COMMITTEES**

### **2.1 GENERAL PROVISIONS**

- A. All faculty members on MPP review committees shall be full-time tenured or tenure track faculty. Faculty participants in the Faculty Early Retirement Program and fulltime lecturers shall not be eligible for service.
- B. Faculty designated by the Executive Committee of the Academic Senate to serve on MPP review committees shall be selected as that body deems appropriate.
- C. Staff members who serve on review committees shall be full-time permanent employees of Cal Poly Pomona selected by the supervisor of the MPP employee being evaluated.
- D. Associated Students, Inc. (ASI) will be given the first opportunity to appoint students to review committees. If ASI is unable to provide a student representative in a timely manner, the position of the student representative shall remain vacant. Students serving on review committees shall be in good standing with sophomore, junior, senior, or graduate status.

- E. The Executive Committee of the Academic Senate will select the faculty members who serve on the review committee within three weeks of the receipt of the request to form the committee. If the faculty representatives are not selected within three weeks, the Executive Committee of the Academic Senate may at its discretion reduce the required number of faculty representative for serving on the review committee to no less than half (rounded down when needed) of that required under the policy.

## **2.2 COMPOSITION OF REVIEW COMMITTEE FOR PROVOST**

- A. Up to two persons selected by the President.
- B. Five full-time tenured or tenure-track faculty members selected as provided in (2.1.A). No College shall have more than one representative.
- C. One permanent staff member selected as provided in (2.1.C).
- D. One student selected as provided in (2.1.D).

## **2.3 COMPOSITION OF REVIEW COMMITTEES FOR OTHER VICE PRESIDENTS**

- A. Up to two persons selected by the President.
- B. Two full-time tenured or tenure-track faculty members selected as provided in (2.1.A). No College shall have more than one representative.
- C. One permanent staff member selected as provided in (2.1.C).
- D. One student selected as provided in (2.1.D).

## **2.4 COMPOSITION OF REVIEW COMMITTEES FOR ASSOCIATE VICE PRESIDENTS IN ACADEMIC AFFAIRS DIVISION**

- A. Up to two persons selected by the Provost.
- B. Five full-time tenured or tenure-track faculty members as selected as provided in (2.1.A).
- C. One permanent staff member selected as provided in (2.1.C).
- D. One student selected as provided in (2.1.D).

## **2.5 COMPOSITION OF REVIEW COMMITTEES FOR DEANS**

- A. Up to two persons selected by the Provost.
- B. Five full-time tenured or tenure-track faculty members selected as provided in (2.1.A). At least four faculty members shall be from the college of the Dean. No department shall have more than one representative until all departments are represented.
- C. One permanent staff member from the college selected as provided in (2.1.C).
- D. One student selected as provided in (2.1.D).

### **3.0 MPP PERIODIC REVIEW PROCEDURE**

- 3.1 Each committee will elect a chair at the first meeting by majority vote of the committee members. The President or designee is responsible for providing support staff for each of the MPP periodic review committees. In addition to attending all meetings of the committees, the support staff person is expected to provide logistical support, clerical support, etc.
- 3.2 The committee shall handle, process, and maintain all MPP periodic review related documentation with the understanding that this MPP periodic review is a personnel action and that such documentation must be maintained with a high degree of confidentiality and will form a part of the administrator's personnel file. Any breach of confidentiality is a serious violation and is subject to disciplinary action. Committee members will sign an oath of confidentiality.
- 3.3 The review committee shall identify the constituencies that should be surveyed or contacted as the committee deems appropriate.
- 3.4 The Office of Academic Planning, Policy and Faculty Affairs shall maintain a file of sample evaluation instruments (survey, questionnaire, etc.) that may be used by the review committee. To promote consistency in evaluations, the review committee is encouraged to utilize this resource.
- 3.5 The President or designee shall provide to the review committee a copy of the administrator's job description as well as the administrator's listing of work plan, administrator's self-assessment, any prior periodic and annual evaluation reports, and a list of goals and objectives for the current and next review cycle. The committee shall invite the administrator under review, if appropriate, to discuss the review process and calendar.
- 3.6 The review committee shall prepare all evaluation tools including the survey instruments, questionnaires, interview questions, etc., as appropriate and is

responsible for distributing, collecting, organizing, and analyzing data concerning the administrator's performance.

- 3.7 The committee shall arrange a meeting with the administrator to review all evaluation instruments prepared by the committee prior to distribution. The committee and the administrator being reviewed shall ensure that the evaluation instruments only include questions that are relevant to the administrator's primary areas of responsibility.
- 3.8 The committee may invite individuals to meet with the committee to discuss the performance of the administrator under review. Relevant comments of such meetings shall be reduced to writing by the committee with authorship attributed to the originator of said comments. The originator of the comments shall be provided the opportunity to review and approve any attributed comments prior to inclusion in the committee's final report.
- 3.9 The committee cannot compel individuals to meet with the committee.
- 3.10 Any person may submit a written statement to the committee, but such statements must be signed by the maker of the statement.
- 3.11 The review committee shall prepare a draft report which shall include a description of the review process, data collected, all solicited materials including the results of the interviews, and an analysis of all information obtained from all sources. The draft report shall include commendations as well as specific recommendations for improvement. A simple majority vote of the review committee shall be sufficient to approve the report. A minority report shall be appended if requested by any member of the committee. Minority reports shall be seen by all members of the review committee.
- 3.12 A copy of the draft report shall be forwarded to the reviewed administrator. The administrator shall be given 10 working days to respond to the report and/or request a meeting with the review committee. Any additional documentation and response provided by the administrator shall be appended to the report.
- 3.13 Following any response, if any, by the administrator, the draft report will be finalized. The administrator under review shall be given 5 working days to review the final report and append any additional comments and response deemed necessary prior to its distribution. Copies of the report shall only be provided to the President, the administrator under review, and the administrator's supervisor. The final report shall become a part of the permanent personnel record maintained by the Human Resources Department Services.
- 3.14 No later than 60 days after the receipt of the final report from the review committee, the President or designee shall prepare and distribute a summary report that includes the disposition of the recommendations in the report. The

President or his/her designee shall distribute the summary report to the University community. A written copy of the summary report shall be forwarded to the Executive Committee of the Academic Senate.

- 3.15 The committee shall, on completion of its duties, turn over all data and records to the Human Resources Department Services.

#### **4.0 AREAS OF EVALUATION**

- The following evaluation areas are suggested for consideration. The review committee shall remain free to add to and/or eliminate from this list of suggestions as appropriate.
- Leadership Support of university mission and goals
- Creating an environment conducive to teaching excellence and scholarship
- Managerial skills
- Communication and consultation in decision making
- Management of resources
- Fiscal skills and budgeting transparency
- Diversity/Equal Opportunity
- Effectiveness in defining and achieving outcomes
- On-going professional development, maintenance of currency in the field, and professional improvement
- Development activities and results achieved