

Approved: October 7, 2011

Reviewed: September 10, 2014

Next Scheduled Review: September 10, 2019



PROCEDURE STATEMENT

The Director of the Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) will be evaluated by the Vice Chancellor for Agriculture and Life Sciences at least annually in accordance with Texas A&M University System (System) policies.

REASON FOR PROCEDURE

This procedure establishes processes and guidelines for evaluating the Agency Director.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

The annual evaluation will be conducted by the Vice Chancellor for Agriculture and Life Sciences, and will be based on the Agency Director's effectiveness in carrying out the duties established in System Policy 02.06, Directors of System Member Agencies, as well as other duties that may be assigned. The duties identified in the System policy are relevant for all agency director positions, but are not necessarily the only ones on which an Agency Director will be evaluated, as there may be specific objectives for an individual that are unique. These duties will be documented in the Agency Director's position description or via other written communication. Performance will be summarized under applicable categories of performance which include, but are not limited to, the following:

- leadership;
- administration and management;
- planning;
- external relations and development activities; and
- self-management.

2.0 TWO-YEAR EVALUATION

The two year evaluation for newly appointed directors will build on the annual evaluation by considering solicited input from associate/assistant directors, faculty, staff, and stakeholders, and any additional information that may be relevant. Input from others will help promote a sense of shared values between the employees, the Agency Director, and the Vice Chancellor for Agriculture and Life Sciences.

Employees under the purview of the Agency Director and stakeholders will be asked to present to the Vice Chancellor or designee, in confidence, their opinions and related facts on the Agency Director's performance and the reasons for them. The *Agency Director Feedback Instrument* will be used to gather this information, and will be sent directly to AgriLife Human Resources. AgriLife Human Resources will summarize the feedback into one

document, and provide this to the Vice Chancellor. The Vice Chancellor will make available a written summary of this input. The two–year evaluation will be held at the completion of two years in the position.

3.0 FOUR–YEAR EVALUATION

A comprehensive evaluation of the Agency Director will be held at least once every four years. The evaluation will include solicited opinions and related facts similar to the two–year evaluation. The Vice Chancellor will make available a written summary of this input.

In addition, feedback from peers and other persons internal or external to the Agency who are in a position to evaluate the Agency Director’s performance may also be solicited. Any additional relevant information may also be considered.

4.0 EVALUATION CONFERENCE

The Vice Chancellor will meet with the Agency Director and discuss the performance of the Agency and the Agency Director as part of each annual, two–year, and the four–year evaluation, or at other times as initiated by the Vice Chancellor.

The conference will focus on the documentation provided by the Agency Director and relevant information obtained by or available to the Vice Chancellor.

Once the evaluation conference has been completed, the Vice Chancellor will document the outcome of the evaluation and provide a copy to the Agency Director. The written evaluation will document areas of outstanding and satisfactory performance, as well as identify areas where performance is unsatisfactory or needs to be improved. The written evaluation will include a clear and concise summary statement of the overall evaluation.

Completed evaluation documents will be kept in the Agency Director’s official personnel file.

The agency director may adopt similar review standards for Associate Directors, Assistant Directors, and other related positions as those described above.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 02.06, Directors of System Member Agencies](#)

CONTACT OFFICE

Questions concerning this procedure may be directed to AgriLife Human Resources at 979-845-2423.