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BOARD OF REGENTS OF  
THE UNIVERSITY SYSTEM OF GEORGIA

January 18, 2024

Presidents  
University System of Georgia  
*sent via email*

Dear Presidents:

The Board of Regents (BOR) of the University System of Georgia (USG) met on January 17, 2024, in Atlanta, Georgia. During this meeting, the following BOR policy was revised:

**Personnel**

➤ **Board Policy 8.3.5.3 Academic Administrative Officers**

Attached as an Exhibit is a document that provides background information on the policy revision, the effective date of the policy revision, and also shows the language added / removed from the policy section. Questions regarding this policy revision should be directed to Dr. Dana Nichols, Vice Chancellor for Academic Affairs and Student Success. Dr. Nichols may be reached at [dana.nichols@usg.edu](mailto:dana.nichols@usg.edu) or (404) 962-3070.

Please share widely with the appropriate offices at your institution to include Academic Affairs, Student Affairs, Human Resources, Facilities, Business and Finance, Legal Affairs, Audit, and Compliance.

Sincerely,

Sonny Perdue  
Chancellor

Enclosure

cc: Tracey Cook, Chief Fiscal Officer  
Teresa MacCartney, Chief Operating Officer  
Dr. Ashwani Monga, Executive Vice Chancellor & Chief Academic Officer  
Ashley Jones May, Chief of Staff and Vice Chancellor for External Affairs  
Dr. Angela Bell, Vice Chancellor for Research and Policy Analysis  
Dr. Timothy Chester, Interim Chief Information Officer  
Jeff Davis, Vice Chancellor for Fiscal Affairs

Karin Elliott, Interim Vice Chancellor for Human Resources  
Dr. Scot Lingrell, Vice Chancellor for Enrollment Management and Student Affairs  
Chris McGraw, Vice Chancellor for Legal Affairs and Secretary to the Board  
Sandra Neuse, Vice Chancellor for Real Estate and Facilities  
Dr. Dana Nichols, Vice Chancellor for Academic Affairs and Student Success  
Jenna Wiese, Vice Chancellor for Internal Audit, Chief Audit Officer  
Wesley Horne, AVC Compliance, Chief Ethics Officer  
Institutional Chief Business Officers  
Institutional Provosts  
Institutional Chief Human Resource Officers  
Institutional Legal Officers  
Institutional Audit Directors

**Exhibit**  
**BOARD OF REGENTS POLICY MANUAL**  
Revised Policy with Markup  
Meeting of January 17, 2024

**Revisions to Board of Regents Policy Manual, Section 8.3.5.3 Academic Administrative Officers**

**Background:**

This policy revision removes the six specific criteria for evaluations of academic administrative officers that were previously enumerated and directs institutions to establish appropriate criteria that are consistent with other policies related to evaluations and freedom of expression such as Board Policy 8.3.5.1 Faculty and Board Policy 8.3.5.4 Post-Tenure Review and the Human Resources Administrative Practice Manual policy on Employee Recruitment.

**Effective Date:**

The effective date of this policy revisions is January 17, 2024.

**Former Policy Language:**

**8.3.5.3 Academic Administrative Officers**

Academic administrative officers shall be evaluated by the administrator's supervisor using a performance management instrument which emphasizes:

1. Leadership qualities;
2. Management style;
3. Planning and organizing capacities;
4. Effective communication skills;
5. Accountability for diversity efforts and results; and;
6. Success at meeting goals and objectives.

All academic administrative officers shall be evaluated by their subordinates (one level down) at least once every five years. Evaluation results will be the basis for the academic administrative officer's development plan.

**Revised Policy Language in Change Tracker**

**8.3.5.3 Academic Administrative Officers**

Each USG institution shall establish definite and stated criteria, consistent with all applicable policies and statutes, against which the performance of each academic administrative officer will be evaluated. These criteria shall address the distinctive nature of administrators' work and leadership roles and shall include constituent feedback. Academic administrative officers shall be evaluated by the administrator's supervisor **annually and** using a performance management instrument which emphasizes:

- ~~1. Leadership qualities;~~
- ~~2. Management style;~~
- ~~3. Planning and organizing capacities;~~
- ~~4. Effective communication skills;~~
- ~~5. Accountability for diversity efforts and results; and;~~
- ~~6. Success at meeting goals and objectives.~~

All academic administrative officers **additionally** shall be evaluated by their subordinates (one level down) at least once every five years. Evaluation results will be the basis for the academic administrative officer's development plan.

### **New Policy Language:**

#### **8.3.5.3 Academic Administrative Officers**

Each USG institution shall establish definite and stated criteria, consistent with all applicable policies and statutes, against which the performance of each academic administrative officer will be evaluated. These criteria shall address the distinctive nature of administrators' work and leadership roles and shall include constituent feedback. Academic administrative officers shall be evaluated by the administrator's supervisor annually and additionally shall be evaluated by their subordinates (one level down) at least once every five years. Evaluation results will be the basis for the academic administrative officer's development plan.