

Annual Administrator Review Guidelines (Revised 12/2017)

In addition to the three to five-year review cycle detailed above, annual surveys of faculty, staff, and administrative professionals concerning departmental and college/school administrative leadership will become a mandatory component in preparation for the annual review process. This survey will replace the current Administrator Evaluation survey of deans, heads, and chairs conducted by the Senate Administrator Evaluation Committee.

The procedure and survey outlined below are intended to be used for the evaluation of deans and department chairs/heads. The basic guidelines are:

- The survey* will be conducted annually by the Office of Institutional Research.
- The survey will be conducted during the month of February of each year to allow for its utilization for annual review of administrators by their direct supervisors. It will not be conducted during the year the administrator is being evaluated within the 3-5 year cycle.
- Full time employees working under the administrator or have direct interaction with him/her will be invited by email to answer the survey questionnaire. The email will have an individual link to a site that contains an on-line version of the questionnaire along with a deadline for completion.
- The survey will include sections for comments, and responders will be warned not to include personal information or identifying events to maintain anonymity.
- Data, including comments, will be provided to the Chair of the Administrator Evaluation Committee, the Chair of the University Senate, and the Provost. In case of the surveys for department chairs/heads, the Provost will disseminate the information to the deans.

*Survey adopted with modifications from University of Arkansas, Agriculture Experiment Station (as Revised 2004)

ADMINISTRATOR EVALUATION QUESTIONNAIRE

Name of Administrator Evaluated:

Year:

To what extent do you agree or disagree with the following statements about this administrator's performance **during the 2017 calendar year**. Level of agreement: **5** – Strongly agree, **4** – Agree, **3** – Neither agree nor disagree, **2** – Disagree, **1** – Strongly disagree. Use **CJ** (Cannot Judge) if you do not have enough information to judge.

☐ Mark here if you **did not have direct interactions** with this administrator

General Administration

| | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree | CJ |
|--------------------------------------------------------------|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|-----------------------|
| 1. Administrative actions are guided by professional values. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Knowledgeable of policies, procedures and regulations. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Advocates for unit effectively. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Makes effective decisions. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Addresses issues promptly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Implements appropriate strategies to achieve objectives. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Considers divergent opinions. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments (specific strengths, weaknesses, and suggestions for improvement with regard to general administration)

Do not include personal information or events that may reduce the level of your anonymity

[illegible]

Do not include personal information or events that may reduce the level of your anonymity

[illegible]

Comments (specific strengths, weaknesses, and suggestions for improvement with regard to budget and resource management)

Do not include personal information or events that may reduce the level of your anonymity

Academic Program Management

| | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree | CJ |
|----------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------------------|-----------------------|--------------------------|-----------------------|
| 20. Promotes teaching excellence. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 21. Implements student recruitment and retention effectively. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 22. Facilitates student advising effectively. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 23. Facilitates extracurricular activities to enhance student development. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments (specific strengths, weaknesses, and suggestions for improvement with regard to academic program management)

Do not include personal information or events that may reduce the level of your anonymity