## 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.

General Administration			Neither			
	Strongly agree	Agree	agree nor disagree	Disagree	Strongly disagree	CJ
1. Administrative actions are guided by professional values.	O	O	O	O	O	0
2. Knowledgeable of policies,	0	0	$\circ$	0	0	0
procedures and regulations.	0	0	0	0	0	0
<ul><li>3. Advocates for unit effectively.</li><li>4. Makes effective decisions.</li></ul>	0	0	0	0	0	0
5. Addresses issues promptly.	0	0	0	0	0	0
6. Implements appropriate strategies to achieve objectives.	0	0	0	0	0	0
7. Considers divergent opinions.	0	$\circ$	0	$\circ$	$\circ$	$\circ$
Comments (specific strengths, we general administration)  Do not include personal information				_		

**Personnel Management** Neither Strongly agree nor Strongly agree disagree Disagree disagree CJ Agree 8. Recruits qualified personnel  $\bigcirc$ 0  $\bigcirc$ 0 effectively. 9. Promotes professional 0  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$ development.  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\circ$  $\bigcirc$  $\bigcirc$ 10. Demonstrates respect for others. 11. Mentors personnel to attain  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$ promotions effectively. 12. Manages personnel  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$ promotions and recognition fairly. 13. Provides information in  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$ timely manner. 14. Effectively resolves conflicts.  $\bigcirc$  $\bigcirc$  $\bigcirc$ 0 0  $\bigcirc$ 15. Supports professional  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$ productivity. Comments (specific strengths, weaknesses, and suggestions for improvement with regard to personnel management) Do not include personal information or events that may reduce the level of your anonymity **Budget and Resource Management** Neither Strongly agree nor Strongly CJ Agree disagree Disagree disagree agree 16. Obtains sufficient budgetary  $\bigcirc$ 0 0  $\circ$ 0 0 support. 17. Fairly allocates funding to  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$ support programs. 18. Pursues external funding for  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$ 

 $\bigcirc$ 

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the unit.

unit.

19. Uses resources to improve

Comments (specific strengths, voudget and resource manageme	ent)			-		O
Do not include personal informat	ion or event	s that ma	y reduce th	e level of y	your anonym	<u>ity</u>
Academic Program Manageme	nt					
			Neither			
	Strongly		agree nor	ъ.	Strongly	O.T.
20. Promotes teaching	agree	Agree	disagree	Disagree	disagree	CJ
excellence.	0	$\circ$	$\circ$	0	0	0
21. Implements student	0	0	0	0	0	0
recruitment and retention				0		0
effectively.						
22. Facilitates student advising	0	0	0	0	0	0
effectively.						
23. Facilitates extracurricular		0	0	0	0	0
activities to enhance student development.		O	O	O	O	O
development.						
Comments (specific strengths, v	weaknesses.	and sug	gestions fo	r improve	ement with i	regard
cademic program managemen						. 6
Do not include personal informat	ion or event	s that ma	y reduce th	e level of y	your anonym	<u>nity</u>