Annual Administrator Review Guidelines (Rev. 9/16)

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 and Assessment (OIRA).
- 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 a link to a password protected site that contains an on-line version of the questionnaire along with a deadline for completion.
- The survey will include a section 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/head, 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

Nam	e of Administrator Evaluated:				
Year	:				
Marl	chere if you <i>had no direct interaction</i> with this administrato	or: 🗌			
On a	scale of 1 to 5, rate this administrator's performance:				
5 -	- Excellent 4 – Very Good 3 – Satisfactory 2 – Poor	1 – Very Poor	CJ – Cannot Judge		
Gene	eral Administration	5 4	3 2 1 CJ		
1	Administrative actions are guided by professional values				
2	Knowledgeable of policies, procedures and regulations				
3	Effective advocate for unit				
4	Makes logical and sound decisions				
5	Addresses issues promptly and effectively				
6	Implements appropriate strategies to achieve objectives				
7	Accepts responsibility to facilitate programs				
8	Seeks advice and considers divergent opinions				
9	Provides effective leadership				
10	Improves image and recognition of unit				
Pers	onnel Management	5 4	3 3 1 CJ		
11	Effective recruitment of qualified personnel				
12	Objective and fair evaluation of performance				
13	Promotes and facilitates professional development				
14	Demonstrates respect for others				
15	Effective mentor of personnel to attain promotion				
16	Manages personnel promotions and recognitions effectively				
17	Keeps personnel informed of plans and activities				
18	Effectively addresses and resolves conflicts				
19	Encourages professional performance and productivity				
20	Deals effectively with unsatisfactory performance				

Budget and Resource Management

		5	4	3	2	1	CJ
21	Effective recruitment of qualified personnel						
22	Objective and fair evaluation of performance						
23	Promotes and facilitates professional development						
24	Demonstrates respect for others						
25	Effective mentor of personnel to attain promotion						
Acac	lemic Program Management	5	4	3	2	1	CJ
Acac	lemic Program Management Manages personnel promotions and recognitions effectively	5	4	3	2	1	CI
		5	4	3	2	1	CJ
26	Manages personnel promotions and recognitions effectively	5	4	3	2	1	CJ
26 27	Manages personnel promotions and recognitions effectively Keeps personnel informed of plans and activities	5	4	3	2	1	c

Comments (specific strengths, weaknesses and suggestions for improvement):

Note: **Do not include personal information or events that may reduce the level of your anonymity.**