Annual Review of Administrative Leaders

A survey from the University Senate Administrator Evaluation Committee,
distributed by the Office of Institutional Research

Guidelines (Rev. 2/21)

In addition to the three to five- year review cycle (as detailed in the Provost's Administrator Review Guidelines), annual surveys of faculty, staff, and administrative professionals concerning departmental and college/school administrative leadership is a mandatory component in preparation for the annual review process.

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 the annual review of administrators by their direct supervisors. It will not be conducted during the year the administrator is being evaluated within the Provost's Administrator Review process. Direct Supervisors are prohibited from sharing actual responses from open-ended questions with the administrator being reviewed.

- Full-time employees in the administrator's unit will be invited by email to answer the survey questionnaire. The email will have an individual link to a site granting one-time access 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.

- To protect anonymity, direct supervisors are prohibited from sharing actual responses from open-ended questions with the administrator being reviewed. For more details please see the following FAQ

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

Note: This survey replaced the Administrator Evaluation survey of deans, heads, and chairs conducted by the Senate Administrator Evaluation Committee for many years.

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<u>Frequently Asked Questions</u>

Who is eligible to participate?

- Faculty and staff employed as of January 1, 2022 in a full-time position are eligible to participate in the review of their respective Dean and Department Chair or Head.

Is the Survey Anonymous?

- Yes, all responses are anonymous. The survey is distributed through Qualtrics where responses are anonymized and no data is collected about users, location, or IP address. Information on whether the one-time survey link has been utilized is internal to Qualtrics and is not available to survey administrators.

Why are Individualized URLs used?

- Qualtrics uses individualized URLs to ensure that each designated survey recipient can participate in the survey only once. All persons eligible to participate have received their own link; a link is not to be forwarded to others. Should a faculty or staff member not receive a survey invitation for their respective College, School, or Department, please email the Office of Institutional Research at ir@auburn.edu.

Is it possible to change a response once the survey has been submitted?

- No. Because the survey is anonymous, once the survey is submitted it is not possible to edit or redact a response.

Will leaving personal comments reduce anonymity?

- Possibly, depending on what type of comment is submitted by the survey participant. However, these responses are confidential and made available to only those persons designated by the University Senate to receive survey results. Personal comments received through the survey process are not provided to the administrator under review.

Who Receives the Survey Results?

- The Chair of the Administrator Evaluation Committee, the Chair of the University Senate, and the Provost will receive responses to all surveys; the Provost will disseminate responses to the survey for Department Chairs and Heads to their respective Dean.

Administrator Review Questionnaire

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To what extent do you agree or disagree with the following statements about this administrator's performance **during the 2021 calendar year**? Use **CJ** (Cannot Judge) if you do not have enough information to judge. Use **N/A** (Not Applicable) if the statement is not applicable to this administrator.

Overall, I am satisfied with the performance of this administrator

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ	N/A
◯	◯	◯	◯	◯	◯	◯

General Administration	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ	N/A
Demonstrates professionalism as unit leader.	◯	◯	◯	◯	◯	◯	◯
Follows policies and procedures as outlined in the Faculty.	◯	◯	◯	◯	◯	◯	◯
Adheres to Department/College policies and procedures.	◯	◯	◯	◯	◯	◯	◯
Advocates for unit effectively and appropriately.	◯	◯	◯	◯	◯	◯	◯
Makes effective and fair decisions.	◯	◯	◯	◯	◯	◯	◯
Addresses issues promptly.	◯	◯	◯	◯	◯	◯	◯
Implements appropriate strategies to achieve unit objectives.	◯	◯	◯	◯	◯	◯	◯
Maintains an appropriate teaching assignment.	◯	◯	◯	◯	◯	◯	◯

Comments (specific strengths, weaknesses, and suggestions for improvement with regard to General Administration):

Communication and Shared Governance	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ	N/A
Conveys departmental decisions to faculty and staff in a transparent manner.	○	○	○	○	○	○	○
Seeks out and considers faculty and staff opinions.	○	○	○	○	○	○	○
Creates a conducive environment in which faculty and staff can voice opinions.	○	○	○	○	○	○	○
Communicates with unit members in a timely manner.	○	○	○	○	○	○	○
Accurately communicates Department/College policies and procedures.	○	○	○	○	○	○	○

Comments (specific strengths, weaknesses, and suggestions for improvement with regard to Communication and Shared Government):

Personnel Management	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ	N/A
Recruits qualified personnel.	○	○	○	○	○	○	○
Promotes professional development.	○	○	○	○	○	○	○
Treats all personnel professionally.	○	○	○	○	○	○	○
Mentors personnel to attain promotions effectively.	○	○	○	○	○	○	○
Manages personnel promotions and recognition fairly.	○	○	○	○	○	○	○
Promotes diversity and inclusiveness.	○	○	○	○	○	○	○
Effectively and fairly resolves conflicts.	○	○	○	○	○	○	○
Supports professional productivity fairly.	○	○	○	○	○	○	○

Comments (specific strengths, weaknesses, and suggestions for improvement with regard to Personnel Management):

Budget and Resource Management	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ	N/A
Obtains sufficient budgetary support.	○	○	○	○	○	○	○
Fairly allocates funding to support programs.	○	○	○	○	○	○	○
Pursues external funding for the unit.	○	○	○	○	○	○	○
Uses resources to improve unit.	○	○	○	○	○	○	○

Comments (specific strengths, weaknesses, and suggestions for improvement with regard to Budget and Resource Management):

Academic Program Management	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ	N/A
Promotes and recognizes Teaching excellence.	○	○	○	○	○	○	○
Promotes and recognizes Research excellence.	○	○	○	○	○	○	○
Promotes and recognizes Outreach excellence.	○	○	○	○	○	○	○
Implements student recruitment and retention effectively.	○	○	○	○	○	○	○
Facilitates student advising and student development effectively	○	○	○	○	○	○	○

Comments (specific strengths, weaknesses, and suggestions for improvement with regard to Academic Program Management):