Annual Administrator Review Guidelines (Rev. 12/21)

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 FAQs.

*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.

ADMINISTRATOR EVALUATION QUESTIONNAIRE

Name of Administrator Evaluated:

Year Reviewed:

Overall, I am satisfied with the performance of this administrator.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Cannot Judge
○	○	○	○	○	○

Would you like to proceed to a three-minute survey?

- ○ **Yes, proceed to a three-minute survey**
- ○ **No, I am all done**

Did you have direct interactions with this administrator during the past year?

Yes	No
○	○

To what extent do you agree or disagree with the following statements about this administrator's performance during the 2020 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	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ
1. Administrative actions are guided by professional values.	○	○	○	○	○	○
2. Knowledgeable of policies, procedures and regulations.	○	○	○	○	○	○
3. Follows policies and procedures as outlined in the faculty handbook.	○	○	○	○	○	○
4. Personally adheres to department policies.	○	○	○	○	○	○
5. Advocates for unit effectively and appropriately.	○	○	○	○	○	○
6. Makes effective and balanced decisions.	○	○	○	○	○	○
7. Addresses issues promptly.	○	○	○	○	○	○
8. Implements appropriate strategies to achieve objectives.	○	○	○	○	○	○
9. Considers divergent opinions.	○	○	○	○	○	○
10. Frequently maintains personally teaching load.	○	○	○	○	○	○

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

Communication and Shared Governance

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ
11. Conveys departmental decisions to faculty and staff in a transparent manner.	◯	◯	◯	◯	◯	◯
12. Seeks out and considers faculty input.	◯	◯	◯	◯	◯	◯
13. Creates a conducive environment in which faculty can voice opinions.	◯	◯	◯	◯	◯	◯
14. Provides information in a timely manner.	◯	◯	◯	◯	◯	◯
15. Accurately conveys policies and procedures.	◯	◯	◯	◯	◯	◯

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

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Personnel Management

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ
16. Recruits qualified personnel effectively.	◯	◯	◯	◯	◯	◯
17. Promotes professional development.	◯	◯	◯	◯	◯	◯
18. Treats all personnel professionally.	◯	◯	◯	◯	◯	◯
19. Mentors personnel to attain promotions effectively.	◯	◯	◯	◯	◯	◯
20. Manages personnel promotions and recognition fairly.	◯	◯	◯	◯	◯	◯
21. Promotes diversity and inclusiveness.	◯	◯	◯	◯	◯	◯
22. Effectively and fairly resolves conflicts.	◯	◯	◯	◯	◯	◯
23. Supports professional productivity fairly.	◯	◯	◯	◯	◯	◯

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

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Budget and Resource Management

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ
24. Obtains sufficient budgetary support.	○	○	○	○	○	○
25. Fairly allocates funding to support programs.	○	○	○	○	○	○
26. Pursues external funding for the unit.	○	○	○	○	○	○
27. Uses resources to improve unit.	○	○	○	○	○	○

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

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Academic Program Management

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	CJ
28. Promotes teaching excellence.	○	○	○	○	○	○
29. Advocates for faculty and staff needed by the department.	○	○	○	○	○	○
30. Implements student recruitment and retention effectively.	○	○	○	○	○	○
31. Facilitates student advising effectively.	○	○	○	○	○	○
32. Provides support to facilitate extracurricular activities and student development.	○	○	○	○	○	○

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

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