

Administrator Evaluation

A quick update

Committee Charter

The committee shall oversee and/or conduct a periodic evaluation of University administrators involved in the University's teaching, research, and extension programs and provide a report of aggregate data to the Senate.

Committee Members

ACADEMIC YEAR 2014-2015

Yasser Gowayed, Polymer and Fiber Engineering – 2017 (Chair)

James Shelley, Philosophy – 2015

William Kelly, Political Science – 2016

Xing Ping Hu, Entomology and Plant Pathology – 2016

Valentina Hartarska, Agricultural Economics and Rural Sociology – 2016

Jose Llanes, EFLT – 2017

Tammy Williams, Staff Representative – 2017

Cathy Pate, A&P Representative – 2017

Jackson Pruett, non-voting student representative – 2015

ACADEMIC YEAR 2015-2016

Yasser Gowayed, Mechanical Engineering – 2017 (Chair)

William Kelly, Political Science – 2016

Hulya Kirkici, Electrical and Computer Engineering – 2016

Valentina Hartarska, Agricultural Economics and Rural Sociology – 2016

Jose Llanes, EFLT – 2017

Jodie Kenney, Forestry and Wildlife Sciences – 2018

Tammy Williams, Staff Representative – 2017

Cathy Pate, A&P Representative – 2017

Ivy Sibley, non-voting student representative – 2016

Proposed Guidelines

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

1. The survey* will be conducted annually by the Office of Institutional Research and Assessment (OIRA).
2. 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.

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

3. Full time employees working under the administrator or in direct interaction with him/her will be invited by email to answer the survey questionnaire. The email will have a personalized link to the site that will contain an on-line version of the questionnaire along with a deadline for completion.
4. The survey will include a section for comments and responders will be warned not to include personal information or identifying events to maintain anonymity.
5. 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.

Administrator Evaluation Survey

On a scale of 1 to 5, rate this administrator's performance (**E=Excellent**, **VG=Very Good**, **S=Satisfactory**, **P=Poor**, **VP= Very Poor**). Use **CJ** (**C**annot **J**udge) if you do not have enough information for rating.

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

	E	VG	G	P	VP	CJ
✓ General Administration						
✓ Personnel Management						
✓ Budget and Resource Management						
✓ Academic Program Management						

Comments (specific strengths, weaknesses and suggestions for improvement). **Do not include personal information or events that may reduce the level of your anonymity**

Before February 2016

Today

Utilize campus resources to optimize survey

Consulted with Professor Joni Lakin, Department of Educational Foundations, Leadership, and Technology and optimized survey

Communicate with Office of Institutional Research and Assessment (OIRA)

Met with OIRA and expect to start the survey during the month of February

ADMINISTRATOR EVALUATION QUESTIONNAIRE

Name of Administrator Evaluated: _____ Year: _____

On the following scale, rate this administrator's performance (**E=Excellent**, **VG=Very Good**, **S=Satisfactory**, **P=Poor**, **VP=Very Poor**). Use **CJ (Cannot Judge)** if you do not have enough information to rate this item.

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

General Administration		E	VG	S	P	VP	CJ
1	Administrative actions are guided by professional values.	O	O	O	O	O	<input type="checkbox"/>
2	Knowledgeable of policies, procedures and regulations.	O	O	O	O	O	<input type="checkbox"/>
3	Advocates for unit effectively.	O	O	O	O	O	<input type="checkbox"/>
4	Makes logical and effective decisions.	O	O	O	O	O	<input type="checkbox"/>
5	Addresses issues promptly and effectively.	O	O	O	O	O	<input type="checkbox"/>
6	Implements appropriate strategies to achieve objectives.	O	O	O	O	O	<input type="checkbox"/>
7	Seeks advice from constituents.	O	O	O	O	O	<input type="checkbox"/>
8	Considers divergent opinions.	O	O	O	O	O	<input type="checkbox"/>
9	Provides effective leadership.	O	O	O	O	O	<input type="checkbox"/>
10	Improves image and recognition of unit.	O	O	O	O	O	<input type="checkbox"/>

Personnel Management		E	VG	S	P	VP	CJ
11	Recruits qualified personnel effectively.	O	O	O	O	O	<input type="checkbox"/>
12	Conducts objective and fair evaluation of performance.	O	O	O	O	O	<input type="checkbox"/>
13	Promotes professional development.	O	O	O	O	O	<input type="checkbox"/>
14	Demonstrates respect for others.	O	O	O	O	O	<input type="checkbox"/>
15	Mentors personnel to attain promotions effectively.	O	O	O	O	O	<input type="checkbox"/>
16	Manages personnel promotions and recognition fairly.	O	O	O	O	O	<input type="checkbox"/>
17	Informs personnel of plans and activities in a timely manner.	O	O	O	O	O	<input type="checkbox"/>
18	Effectively resolves conflicts.	O	O	O	O	O	<input type="checkbox"/>
19	Encourages professional productivity.	O	O	O	O	O	<input type="checkbox"/>
20	Deals effectively with unsatisfactory performance.	O	O	O	O	O	<input type="checkbox"/>

Budget and Resource Management

	E	VG	S	P	VP	CJ
21 Administers budget effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
22 Obtains sufficient budgetary support.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
23 Fairly allocates funding to support programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
24 Pursues external funding for the unit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
25 Uses resources to improve unit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Academic Program Management

26 Assures program achieves educational goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
27 Implements student recruitment and retention effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
28 Facilitates student advising effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
29 Promotes teaching excellence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
30 Facilitates extracurricular activities to enhance student development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

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

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Questions?