

Administrator Evaluation

Guidelines and Survey

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

Provost's Guidelines

7. In addition to the three to five year review cycle detailed above, annual surveys of faculty, staff, and administrative professional 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.

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

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 link to a password protected 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 (5=excellent, 4=very good, 3=satisfactory, 2=poor, 1= very poor). Use CJ (Cannot Judge) if you do not have enough information for rating.

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

	5	4	3	2	1	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

1. Utilize campus resources to optimize survey
2. Communicate with Office of Institutional Research and Assessment (OIRA)