ADMINISTRATOR EVALUATION QUESTIONNAIRE

FACULTY EVALUATION OF ________

On the average I have contact with them: Daily ________ Weekly ________
Semimonthly ________ Occasionally ________

I am:
A full-time faculty member Yes_______ No_______
If yes: Tenure-track_______ Non tenure-track_______
A part-time faculty member Yes_______ No_______

METHOD
Listed below are a number of statements that describe aspects of Unit Head behavior. Rate the above person on each of these items by marking the appropriate response category. In marking your rating, the individual should be compared with others you have known. If you lack familiarity about a particular item, mark the category "IK, Insufficient knowledge". If you feel that it is not applicable in describing the individual's behavior, mark the category "N, Not applicable".

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Low score</td>
</tr>
<tr>
<td>2</td>
<td>Below average score</td>
</tr>
<tr>
<td>3</td>
<td>Average score</td>
</tr>
<tr>
<td>4</td>
<td>Above average score</td>
</tr>
<tr>
<td>5</td>
<td>High score</td>
</tr>
<tr>
<td>IK</td>
<td>Insufficient knowledge</td>
</tr>
<tr>
<td>N</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Evaluate the above administrator in terms of the degree to which they:

GOAL SETTING AND ACHIEVEMENT

1. Provides leadership in the formulation of clear goals 1 2 3 4 5 IK N

2. Provides leadership in the implementation of goals 1 2 3 4 5 IK N

3. Is systematic in the formulation and implementation of goals 1 2 3 4 5 IK N

4. Is collegial in the formulation and implementation of goals 1 2 3 4 5 IK N

5. Allocates resources effectively to achieve goals 1 2 3 4 5 IK N

6. Utilizes governance structures to achieve goals 1 2 3 4 5 IK N

7. Is effective in overall goal setting and achievement 1 2 3 4 5 IK N
8. Fosters the development of faculty
   a. performance
   b. morale
   c. reputation

9. Recruits high-quality new faculty

10. Retains high-quality faculty

11. Effectively advocates the unit within the
    a. college
    b. university
    c. professional community
    d. funding agencies

12. Establishes and maintains high-quality curricula

13. Promotes undergraduate student recruitment and retention

14. Promotes graduate student recruitment and retention

15. Establishes a supportive environment for UG students

16. Establishes a supportive environment for Grad students

17. Promotes diversity

18. Fosters excellence in teaching

19. Fosters excellence in scholarship and intellectual contributions for the faculty

20. Encourages faculty participation in activities in
    a. the department
    b. the college
    c. the university
    d. professional organizations
    e. the community
    f. student advising and activities

21. Is effective overall as an academic leader
ORGANIZATION AND MANAGEMENT

22. Organizes their office to effectively serve
   a. faculty needs
   1 2 3 4 5 IK N
   b. administrator/staff needs
   1 2 3 4 5 IK N
   c. student needs
   1 2 3 4 5 IK N

23. Establishes and utilizes merit-based evaluation
    and compensation policies
   1 2 3 4 5 IK N

24. Appropriately implements unit’s workload policy
   1 2 3 4 5 IK N

25. Manages the budget effectively
   1 2 3 4 5 IK N

26. Manages personnel effectively
   1 2 3 4 5 IK N

27. Appoints effective committees
   1 2 3 4 5 IK N

28. Delegates effectively
   1 2 3 4 5 IK N

29. Communicates effectively
   1 2 3 4 5 IK N

30. Makes sound decisions
    1 2 3 4 5 IK N

31. Makes timely decisions
    1 2 3 4 5 IK N

32. Overall, is effective as a manager
    1 2 3 4 5 IK N

ABOUT THE UNIT HEAD:

1. In your opinion, what are the most critical functions for the administration of this Unit to fulfill?

2. How well does the current administrator carry out these functions?

3. In your opinion, what are the greatest strengths of this administrator?

4. In your opinion, what are their greatest weaknesses?
5. What are the two most important things this administrator could do in the coming year?

6. In your opinion, should this administrator continue in their position beyond their current term?

ABOUT THE UNIT:
1. In your opinion, what are the essential functions or objectives of the Unit?

2. How well do you believe these functions are fulfilled currently by the Unit?

3. What alterations or modifications could take place within the Unit to improve its fulfillment of these functions or objectives?

4. What alterations or modifications could take place outside the Unit to improve its fulfillment of these functions or objectives?

ADDITIONAL COMMENTS THAT YOU MAY HAVE ABOUT THE ADMINISTRATOR: