



ADMINISTRATOR EVALUATION QUESTIONNAIRE

FACULTY EVALUATION OF _____

On the average I have contact with them: Daily _____ Weekly _____
Semimonthly _____ Occasionally _____
No Contact _____

I am: Tenure-track/Tenured: _____ Non tenure-track _____

METHOD	CODE
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".	1 — Low score 2 — Below average score 3 — Average score 4 — Above average score 5 — High score IK — Insufficient knowledge N — Not applicable

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
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ACADEMIC LEADERSHIP

8. Fosters the development of faculty							
a. performance	1	2	3	4	5	IK	N
b. morale	1	2	3	4	5	IK	N
c. reputation	1	2	3	4	5	IK	N
9. Recruits high-quality new faculty	1	2	3	4	5	IK	N
10. Retains high-quality faculty	1	2	3	4	5	IK	N
11. Effectively advocates the unit within the							
a. college	1	2	3	4	5	IK	N
b. university	1	2	3	4	5	IK	N
c. professional community	1	2	3	4	5	IK	N
d. funding agencies	1	2	3	4	5	IK	N
12. Establishes and maintains high-quality curricula	1	2	3	4	5	IK	N
13. Promotes undergraduate student recruitment and retention	1	2	3	4	5	IK	N
14. Promotes graduate student recruitment and retention	1	2	3	4	5	IK	N
15. Establishes a supportive environment for UG students	1	2	3	4	5	IK	N
16. Establishes a supportive environment for Grad students	1	2	3	4	5	IK	N
17. Promotes diversity	1	2	3	4	5	IK	N
18. Fosters excellence in teaching	1	2	3	4	5		IK N
19. Fosters excellence in scholarship and intellectual contributions for the faculty	1	2	3	4	5	IK	N
20. Encourages faculty participation in activities in	1					IK	
a. the department		2	3	4	5		N
b. the college	1	2	3	4	5	IK	N
c. the university	1	2	3	4	5	IK	N
d. professional organizations	1	2	3	4	5	IK	N
e. the community	1	2	3	4	5	IK	N
f. student advising and activities	1	2	3	4	5	IK	N

21. Is effective overall as an academic leader	1	2	3	4	5	IK	N
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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: