Academic Administrator Evaluation

Default Question Block

Administrator Being Evaluated:

The major thrust of the evaluation of academic administrators shall be to improve the effectiveness of Eastern Kentucky University's academic administration. To accomplish this, the evaluation process will require the active support and input from all persons in a position to express valid viewpoints on the performance of individual administrators. All completed questionnaires will be treated confidentially and will be used in evaluating the administrator. As far as possible, identifiable information will not be provided to the administrator being evaluated.

As a colleague, you are in a position to give important feedback regarding this individual's performance. Please complete the questionnaire below. Thank you.

Leadership

	Unacceptable	Poor	Average	Good	Excellent	N/A
Creates a climate in which faculty and staff are encouraged to develop and continuously learn.	○	○	○	○	○	○
Holds self accountable and ensures accountability in others for achieving results.	○	○	○	○	○	○
Ensures that others have the resources, information, authority, and support needed to achieve strategic objectives.	○	○	○	○	○	○
Effectively advocates for the needs of the college/unit.	○	○	○	○	○	○
Reflects an ability to cope with conflicting requirements of multiple constituencies.	○	○	○	○	○	○
Has a long-range vision, thinks and plans beyond year-to-year operation.	○	○	○	○	○	○

Please elaborate on your selection(s) of Unacceptable or Excellent above.

Communication

	Unacceptable	Poor	Average	Good	Excellent	N/A
Articulates a clear vision for the college/unit.	○	○	○	○	○	○
Fosters an environment of open, honest, and respectful discussion of all issues.	○	○	○	○	○	○
Creates an environment that ensures others have appropriate access to information which may be useful to them.	○	○	○	○	○	○
Listens attentively and with empathy to concerns expressed by others.	○	○	○	○	○	○
Communicates effectively to internal and external audiences by tailoring message, style, and content.	○	○	○	○	○	○

Please elaborate on your selection(s) of Unacceptable or Excellent above.

[text box]

Administration

	Unacceptable	Poor	Average	Good	Excellent	N/A
Displays an ability to plan, organize, establish priorities, and make decisions.	○	○	○	○	○	○
Effectively identifies, attracts, and hires faculty/staff.	○	○	○	○	○	○
Allocates resources prudently and fairly.	○	○	○	○	○	○
Objectively and fairly evaluates faculty/staff.	○	○	○	○	○	○
Involves appropriate persons in decision-making processes.	○	○	○	○	○	○
Handles conflict resolutions in fair and consistent manner.	○	○	○	○	○	○

Please elaborate on your selection(s) of Unacceptable or Excellent above.

[text box]

Development

	Unacceptable	Poor	Average	Good	Excellent	N/A
Facilitates opportunities for faculty research, other scholarly activity, and professional development.	○	○	○	○	○	○
Creates and maintains an environment that supports the open exchange of ideas.	○	○	○	○	○	○
Provides support for faculty and staff professional development.	○	○	○	○	○	○
Scans the environment to plan strategic approaches and develop solutions for the college.	○	○	○	○	○	○
Encourages evidence-based decisions that are aligned with strategic priorities.	○	○	○	○	○	○
Encourages staff and stakeholders in visioning process.	○	○	○	○	○	○

Please elaborate on your selection(s) of Unacceptable or Excellent above.

[text box]

Relationships

	Unacceptable	Poor	Average	Good	Excellent	N/A
Treats others fairly and respectfully.	○	○	○	○	○	○

	Unacceptable	Poor	Average	Good	Excellent	N/A
Recognizes the feelings of others and exhibits an appropriate level of composure, patience, and diplomacy.	○	○	○	○	○	○
Effectively cultivates and manages key constituent relationships.	○	○	○	○	○	○
Connects people from across collegiate, cultural, institutional, and global boundaries to accomplish goals.	○	○	○	○	○	○
Works towards achieving consensus among multiple stake holders.	○	○	○	○	○	○
Creates a positive image of the college/unit in the local and regional communities.	○	○	○	○	○	○

Please elaborate on your selection(s) of Unacceptable or Excellent above.

What is the greatest strength of _____?

In what area does _____ have the greatest need for improvement?

Please provide any other comments regarding the administrative activity of _____.

Overall, I rate the performance of _____ as:

	Unacceptable	Poor	Average	Good	Excellent
Overall Evaluation	○	○	○	○	○

Please select which best describes your affiliation with the university:

○ Administration

○ Faculty

○ Staff

○ Other

○ Prefer not to respond

○ Prefer not to respond