

EVALUATION OF ADMINISTRATOR

EXHIBIT #22

This evaluation is designed to be a tool for administration improvement. Please make every effort to be open and constructive.

NAME OF ADMINISTRATOR: _____

Directions: Please circle the appropriate number for each item.

5=Strongly Agree 4=Agree 3=In Between 2=Disagree 1=Strongly Disagree 0=Not Applicable or No Response

Communications

- 1 Keeps faculty and staff informed of institutional polices. 5 4 3 2 1 0
- 2 Explains rationale for administrative actions and decisions. 5 4 3 2 1 0
- 3 Acknowledges and considers faculty questions, complaints, suggestions and requests. 5 4 3 2 1 0
- 4 Creates uninhibited atmosphere of free communication--upward from faculty. 5 4 3 2 1 0
- 5 Creates uninhibited atmosphere of free communication--downward from administrator 5 4 3 2 1 0
- 6 Is available for consultations. 5 4 3 2 1 0

Management

- 1 Is responsive to faculty or staff questions, complaints, suggestions, and requests. 5 4 3 2 1 0
- 2 Involves individuals or groups in decision making related to their working conditions, including scheduling, physical plant, class size, team composition, etc. 5 4 3 2 1 0
- 3 Knows and makes effective use of talents and interest of his staff. 5 4 3 2 1 0
- 4 Acknowledges and rewards competence and dedication with praise and support. 5 4 3 2 1 0
- 5 Helpful in the procurement of educational and administrative materials. 5 4 3 2 1 0
- 6 Uses foresight and planning; anticipates problems. 5 4 3 2 1 0
- 7 Is knowledgeable about and keeps abreast of educational developments. 5 4 3 2 1 0

continued on back

Leadership

| | | | | | | |
|--|---|---|---|---|---|---|
| 1 Objectively counsels staff members on problems in a professional manner. | 5 | 4 | 3 | 2 | 1 | 0 |
| 2 Stimulates experimentation and innovation by presenting recommendations of his/her staff for consideration by Provost. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3 Helpful and constructive in evaluations of faculty based on classroom observations. | 5 | 4 | 3 | 2 | 1 | 0 |
| 4 Allows and encourages staff members free exchange of ideas and professional discretion in assigned activities. | 5 | 4 | 3 | 2 | 1 | 0 |
| 5 Commitment to the institutional philosophy. | 5 | 4 | 3 | 2 | 1 | 0 |
| 6 Is decisive; does not avoid making decisions. | 5 | 4 | 3 | 2 | 1 | 0 |
| 7 Is knowledgeable about and keeps abreast of educational developments. | 5 | 4 | 3 | 2 | 1 | 0 |

1 What do you think makes this person an effective administrator? Discuss extreme positive ratings if you choose.

2 How do you feel this administrator could increase his/her effectiveness? Discuss extreme negative ratings if you choose.