

(FORM 2B) FACULTY INPUT FORM
For Annual Evaluation of Department or Division Administrators
 (Completed by faculty as input to the evaluation of department/division administrators)
(CONFIDENTIAL)

Name of Administrator: _____

Department or Division: _____

Date: _____ Evaluator: _____

Position Description	
Percentage of Time	
(To be Completed by Dean's Office)	
Teaching:	_____
Scholarship:	_____
Advising:	_____
Service:	_____
Administration:	_____
Other (Specify):	_____

AREAS OF RESPONSIBILITY:	Numerical Score* (optional)	COMMENTS
Effective Management of Personnel and Departmental Resources: Does the administrator effectively organize in a timely manner to: accomplish tasks, assign individuals to courses and other tasks, manage and account for the departmental budget? Is the administrator effective in recruitment and appointment of new faculty and staff, and in tenure and promotion issues? Does the administrator promote teamwork and work to foster diversity? Does the administrator appear to be improving in overall leadership skills?		
Leadership in Development and Implementation of the Unit Planning: Does the administrator provide leadership in addressing unit priorities, in integrating university and college priorities with those of the department, and in articulating and communicating these goals? Is the administrator effective in involving the faculty in setting goals and establishing priorities? Is the administrator effective in reaching stated goals?		
Communication with Faculty and Staff: Is the administrator open to suggestions? Does he/she respond to constructive criticism, respect the rights of faculty and staff, and provide for faculty and staff participation in decisions? Are there regularly scheduled faculty meetings? Is time effectively used at meetings? Does the administrator respond to requests for information in a timely manner? Are decisions carried through?		
Foster excellence in teaching, scholarship and service: Does the administrator give attention to student needs? Does the administrator support professional development and growth of the faculty? Is he/she effective in student recruitment and retention? Does the administrator encourage and support scholarly activity of the faculty? Does the administrator encourage and support appropriate service and outreach activities of the faculty?		
Representation of all constituents: Is the administrator effective in representing the department to the college, university and outside constituents? Is the administrator effective in representing the university and the college to the department? Does the administrator collaborate effectively with other units within the college and university?		

ADDITIONAL NARRATIVE EVALUATION (on back if needed):

Overall Evaluation

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*Scoring Key 1 = Needs improvement 2 = Satisfactory 3 = Excellent	<u>Summary Score.</u> Should reflect a weighting—not necessarily a mathematical average—of the numerical scores.
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