

ANNUAL PERFORMANCE EVALUATION (FSH 3320)
FORM 2C: FACULTY EVALUATION OF ACADEMIC ADMINISTRATORS
 (To be used for evaluation of intracollege-unit administrators, assistant deans, associate deans, and deans.)
 (Confidential)

Name: _____

Administrative Unit: _____

Date: _____

Evaluator (Optional): _____

Position Description Percentage of Time
Teaching: _____
Research: _____
Service: _____
Administration: _____
Other (Specify): _____

TYPE OF WORK. The items under each major heading are optional. Variations may be more appropriate in individual cases.	Numerical Score* (optional)	Comments (Use back if necessary)
<u>Administration</u>		
1. Ability and performance in initiating and coordinating work		
2. Maintenance of standards of performance		
3. Effectiveness in budgetary and funding matters		
4. Concern with staff support and morale		
5. Objective and balanced viewpoint of total program		
6. Use of democratic practices and delegation of authority		
7. Other		
<u>Teaching-Research (if appropriate)</u>		
1. Effectiveness in the classroom		
2. Professional contributions to field		
3. Recent professional improvement		
4. Other (specify)		
Service		
Other		

NARRATIVE EVALUATION (Use other side if necessary)

*Scoring Key
 1 = Needs improvement
 2 = Satisfactory
 3 = Excellent

Summary Score. Should reflect a weighting—not necessarily a mathematical average—of the numerical scores by the appropriate position description percentages. To be transferred to summary form (4).

Score

**Anonymous evaluation cannot be used as a basis for any official action that may result from the evaluation process, such as tenure and promotion recommendations, salary determination, or dismissal from an administrative position. If this evaluation form bears the evaluator's signature, it is mandatory and of the utmost importance that the academic dean and/or the provost for academic affairs protect the confidentiality of this evaluation.

