

**(FORM 2A) ANNUAL EVALUATION OF DEPARTMENT/DIVISION ADMINISTRATORS**

(Completed by the Dean for Evaluation of Department/Division Administrators.)

**(CONFIDENTIAL)**

Name: \_\_\_\_\_

Administrative Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Position Description Percentage of Time	
Teaching:	_____
Scholarship:	_____
Service:	_____
Advising:	_____
Administration:	_____
Other (specify):	_____

AREA OF RESPONSIBILITY:	Numerical Score* (optional)	Comments (Use back if necessary)
<b>ADMINISTRATION:</b>		
Effective Leadership of Personnel and Management of Department Resources		
Leadership in Development and Implementation of Unit Planning		
Communication with Faculty and Staff		
Fostering Excellence in Teaching, Scholarship, and Service		
Representation of all Constituents		
<b>INSTRUCTION</b>		
Course design, content, and delivery		
Student evaluation		
Recent professional development		
<b>SCHOLARSHIP IN</b>		
Teaching and learning (1565 A-2-a)		
Artistic creativity (1565 A-2-b)		
Discovery (1565 A-2-c)		
Application/integration (1565 A-2-d)		
<b>SERVICE</b>		
<b>OTHER</b>		

**ADDITIONAL NARRATIVE EVALUATION (on back if needed):**

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

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[add. 7-99]