

Staff Evaluation – Vice President (Academic Administrator)

UTDPP1047 Evaluation of Academic Administrators calls for formal, periodic review of academic administrators. Input from staff is a critical component of these reviews. This survey solicits your input in the evaluation of Vice President _____. The areas noted in this form are domains where input from staff is particularly important. Please be as specific as possible in your comments. If you are unaware of this administrator's activity in a particular area, please leave the answer blank or respond with "n/a". Your responses will be held in confidence. Survey responses will only be provided to the President in aggregate.

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1. Comment on the academic administrator's general role as a leader of the academic unit. Does the administrator provide decisive and clear guidance and direction of the unit's activities? Does the administrator accept responsibility for decisions; are decisions reached in a timely fashion?

Response

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2. Comment on the academic administrator's role as a representative of the University's interest as a whole. Is the administrator effective in working for institutional objectives and balancing the interests of the academic unit with broader University goals? Please speak to how the administrative leader develops and evaluates the unit's strategic plans for development, academic/research initiatives and administration.

Response

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3. Comment on the academic administrator's efforts in soliciting staff input for decisions and in communicating the basis for decisions which are made. Does the administrator create an environment of understanding and communicate information necessary for the effective running of the administrative unit, including University policies and other issues affecting faculty and staff as applicable (e.g. legislative developments, state and federal mandates, etc.)?

Response

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4. Comment on your knowledge of the academic administrator's role as an advocate for the academic unit both within and outside the institution. Is the administrator strategic with their time and energy within the local community; with alumni, donors and peers within the education community?

Response

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5. Comment on the academic administrator's efforts in delegating authority. Does the administrator effectively distribute effort and responsibility in the academic unit and consider faculty and staff workload appropriately?

Response

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6. Comment on the academic administrator's role in personnel matters. Is the administrator accessible and does the administrator display appropriate regard for confidentiality and procedural due process?

Response

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7. Comment on the academic administrator's efforts in support of staff development objectives. Does the administrator provide effective leadership and encouragement of activities that develop personal growth and implement ways to support effective professional development of staff?

Response

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8. Comment on the academic administrator's efforts in the development and support of diversity, equity and inclusion among staff and the unit as a whole. Is this

administrator effective in increasing diversity, equity and inclusion and supporting the diverse elements of staff?

Response

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9. Comment on the academic administrator's efforts in developing and/or distributing resources in support of staff activities that support departmental/division operations. Is this person effective in developing resources and promoting equity in the distribution of resources?

Response

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10. Comment on the academic administrator's efforts in support of staff engagement activities such as ERG's, staff council, etc. Does the administrator provide leadership and encouragement in support of broader staff engagement (i.e. beyond their job duties) that positively affect the campus community?

Response