

## Staff Evaluation of Academic Administrators

### Research/Creative Activity

1. The academic administrator supports faculty in their research objectives (such as publications, development of research programs, or creative exhibition).
2. The academic administrator is equitable in supporting faculty in their research objectives (such as publications, development of research programs, or creative exhibition).
3. The academic administrator advances the unit's research productivity (such as publications, development of research programs, or creative exhibition) effectively.

### Equitable Treatment

4. The academic administrator actively develops initiatives to support the fair treatment of all employees in the unit.
5. The academic administrator makes an effort to foster a diverse unit.
6. The academic administrator promotes a welcoming environment in their unit.
7. The academic administrator treats everyone in their unit equitably.

### Delegating Authority/Decision Making

8. The academic administrator effectively delegates authority.
9. The academic administrator empowers employees to perform their tasks autonomously.
10. The academic administrator is accountable for their decisions.
11. The academic administrator communicates the basis for decisions that are made, when appropriate.
12. The academic administrator is strategic in the allocation of resources in alignment with the unit's mission.
13. The academic administrator delegates workload appropriately.
14. The academic administrator solicits input for decisions.

### Personnel Matters

15. I feel comfortable approaching the academic administrator with work-related matters.
16. I feel comfortable approaching the academic administrator with personal matters.
17. The academic administrator deals with conflict in a professional manner.
18. The academic administrator deals with personnel matters appropriately.
19. The academic administrator is accessible to employees within the unit.

### Leadership

20. The academic administrator is committed to the unit's success.
21. The academic administrator provides a clear vision for the unit.
22. The academic administrator provides constructive feedback.
23. The academic administrator supports the development of new initiatives within the unit.
24. The academic administrator identifies methods to improve the administrative environment.

25. The academic administrator manages administrative personnel effectively.
26. The academic administrator effectively manages conflict.
27. The academic administrator is an effective problem-solver.
28. The academic administrator effectively manages in the event of a crisis.

#### Advocacy on Behalf of the Unit

29. The academic administrator advocates for the unit.
30. The academic administrator communicates the upper-level administration's priorities to the unit.
31. The academic administrator makes decisions based on the unit's best interests.
32. The academic administrator solicits input from the unit to set the vision.

#### Mentorship

33. The academic administrator promotes the professional development of unit members.
34. The academic administrator facilitates mentorship of colleagues in the unit.

#### Open Ended for the very end of the survey

35. How often do you meet with the academic administrator?
36. Please share any additional comments regarding the strengths of the academic administrator.
37. Please share any additional comments regarding areas of improvement for this academic administrator.