

## Evaluation Questions

All evaluation items are to be rated using the following scale points:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neutral</b>	<b>Agree</b>	<b>Strongly Disagree</b>

### **Work Environment and Treatment of Employees (1 – Strongly Disagree to 5 – Strongly Agree)**

1. The non-academic administrator actively develops initiatives to support the fair treatment of all employees in the unit.
2. The non-academic administrator makes an effort to foster a diverse unit in compliance with applicable state and federal law and university policies.
3. The non-academic administrator promotes a welcoming environment in their unit.
4. The non-academic administrator treats everyone in their unit fairly and impartially.

### **Delegating Authority/Decision Making (1 – Strongly Disagree to 5 – Strongly Agree)**

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

### **Personnel Matters (1 – Strongly Disagree to 5 – Strongly Agree)**

13. I feel comfortable approaching the non-academic administrator with work-related matters.
14. The non-academic administrator has created an environment where I feel comfortable discussing a personal matter if I so choose.
15. The non-academic administrator deals with conflict in a professional manner.
16. The non-academic administrator deals with personnel matters appropriately.
17. The non-academic administrator is accessible to employees within the unit.

**Leadership (1 – *Strongly Disagree* to 5 – *Strongly Agree*)**

18. The non-academic administrator is committed to the unit's success.
19. The non-academic administrator provides a clear vision for the unit.
20. The non-academic administrator provides constructive feedback.