

FORM FOR THE EVALUATION OF ACADEMIC ADMINISTRATORS

For use of this form, see the Clemson University *Faculty Manual* Chapter VI, E4aiv. Copies of this form are available on the Faculty Senate website.

Faculty of _____

As mandated by the *Faculty Manual*, a review of: _____
 is underway. As part of this process, the input of all personnel in your administrative unit is sought. Therefore, please take the time to fill out this questionnaire, and feel free to use additional sheets if necessary. Your responses will remain anonymous.

Please check your position in the unit (optional):

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Professor | <input type="checkbox"/> Instructor |
| <input type="checkbox"/> Associate Professor | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Assistant Professor | <input type="checkbox"/> Other: _____ |

1 Please rate the administrator on each of the following:

	Excellent	Very Good	Good	Fair	Poor	Unknown
Administration of academic programs	5	4	3	2	1	U
Extension and outreach programs	5	4	3	2	1	U
Seeking external funding	5	4	3	2	1	U
Alumni and constituent relations	5	4	3	2	1	U
Human resources	5	4	3	2	1	U
General administrative support	5	4	3	2	1	U

2 Please rate the administrator on each of the following:

<u>Academic Leadership Areas</u>	Excellent	Very Good	Good	Fair	Poor	Unknown
Academic standards	5	4	3	2	1	U
Advocacy for the Unit	5	4	3	2	1	U
Encouragement of effective teaching	5	4	3	2	1	U
Encouragement of research	5	4	3	2	1	U
Support for the mission of the Unit	5	4	3	2	1	U
Handling of promotion and tenure matters	5	4	3	2	1	U

<u>Personal Leadership Areas</u>	Excellent	Very Good	Good	Fair	Poor	Unknown
Communication and listening skills	5	4	3	2	1	U
Dedication / Commitment	5	4	3	2	1	U
Administrative style	5	4	3	2	1	U
Delegation and follow through	5	4	3	2	1	U
Conflict resolution	5	4	3	2	1	U
Fairness / Equity	5	4	3	2	1	U
Advocacy for support staff	5	4	3	2	1	U

3 What are the strengths of this administrator?

4 What are the weaknesses of this administrator?

5 What specific recommendations do you have to improve the performance of this administrator?

6 On a scale of 1 (low) to 5 (high), rate the administrator in terms of overall effectiveness.

5 4 3 2 1

7 On a scale of 1 (low) to 5 (high), indicate your level of enthusiasm for the continuance / reappointment of this administrator.

5 4 3 2 1