

## Performance Evaluation of President, Provost & Deans

Please check the item in each category which best describes your position).

- |   |   |
|---|---|
| <p>1. Primary University Affiliation</p> <p>(a) __ College of BPA</p> <p>(b) __ College of Education</p> <p>(c) __ College of Humanities and SS</p> <p>(d) __ College of NAHS</p> <p>(e) __ Graduate College</p> <p>(f) __ Professional Staff</p> <p>(g) __ Librarian</p> | <p>2. Academic Rank</p> <p>(a) __ Professor</p> <p>(b) __ Associate Professor</p> <p>(c) __ Assistant Professor</p> <p>(d) __ Instructor</p> <p>(e) __ Part time faculty</p> <p>(f) __ Adjunct faculty</p> <p>(g) __ No academic rank</p> |
|---|---|

3 . Years at Kean: <10 \_\_ > 10\_\_

### Instructions

This survey gives you an opportunity to rate the effectiveness of a Kean administrator. If you do not have sufficient information to evaluate the individual administrator, please leave the question or form blank.

Write the number in the blank space that describes your assessment of that factor. Rate the administrator on each item that is appropriate, giving the highest scores for unusually effective performances. The end of the survey allows for a narrative description.

<b>Highest</b>	<b>Average</b>	<b>Lowest</b>	<b>Don't Know</b>	<b>Not Appropriate</b>
<b>7 6</b>	<b>5 4</b>	<b>3 2 1</b>	<b>0</b>	

### I. Leadership Institutional Management

- \_\_\_\_\_ 1. Recognizes and respects his/her multiple roles and responsibilities toward faculty, students, governing board, and community.
- \_\_\_\_\_ 2. Directs an administrative organization and management structure that constructively and effectively carries out policy decisions.
- \_\_\_\_\_ 3. Establishes and supervises the efficient and equitable allocation of institutional resources.
- \_\_\_\_\_ 4. Implements short-term goals so as to serve the long-term planning of the institution.
- \_\_\_\_\_ 5. Maintains an appropriate balance of support for academic research and scholarship, and for teaching and learning.
- \_\_\_\_\_ 6. Demonstrates appropriate responsiveness to suggestions and ideas of others in developing policy and long-range planning.
- \_\_\_\_\_ 7. Inspires confidence in the managerial structure of the university.
- \_\_\_\_\_ 8. a. Establishes and implements procedures that protect the professional dignity of all constituents.  
b. Establishes and implements procedures that protect the civil rights of all constituents.

### II. Leadership Institutional Representation

- \_\_\_\_\_ 1. Advocates effectively for the development of facilities, equipment, and funding necessary to support functions of the university.
- \_\_\_\_\_ 2. (Provides accurate information and constructive recommendations for governing board decisions.)
- \_\_\_\_\_ 3. (Projects an effective regional image of the mission and role of the university.)
- \_\_\_\_\_ 4. Encourages and supports faculty and staff members to promote university contributions through scholarship, community services, and cultural innovation.
- \_\_\_\_\_ 5. Supports student recruitment in all academic disciplines.
- \_\_\_\_\_ 6. Promotes programs and activities appropriate to the needs of the (region/university/college).
- \_\_\_\_\_ 7. Works effectively with the external community for the support of the university.
- \_\_\_\_\_ 8. Maintain institutional integrity against any outside pressure groups.

Dates of administering survey \_\_\_\_\_ Administrator Name and Position: \_\_\_\_\_

- \_\_\_\_\_ 9. Actively manages activities and supports efforts to obtain research and program funding for university projects.
- \_\_\_\_\_ 10. (Maintains appropriate interest and involvement with the state and county for the support of higher education.)

### III. Relationship with Faculty and Staff

- \_\_\_\_\_ 1. Encourages and supports a high level of academic teaching performance.
- \_\_\_\_\_ 2. Encourages and supports a high level of professional performance.
- \_\_\_\_\_ 3. Recognizes the value of and encourages individual professional development for faculty and staff.
- \_\_\_\_\_ 4. Promotes and exemplifies a high standard of conduct and citizenship for faculty and staff.
- \_\_\_\_\_ 5. Evidences commitment to the full exercise of academic freedom.
- \_\_\_\_\_ 6. Evidences commitment to the development of professional respect and responsibility.
- \_\_\_\_\_ 7. Equitably involves individuals responsible for implementing programs in preliminary planning and decision-making.
- \_\_\_\_\_ 8. Maintains an appropriate interest and involvement in academic and managerial activities.
- \_\_\_\_\_ 9. Supports an effective structure for the recruitment and retention of faculty and staff.
- \_\_\_\_\_ 10. Supports an equitable structure to reward the professional contributions of faculty and staff.
- \_\_\_\_\_ 11. Displays ability to mediate and resolve individual and institutional conflicts.
- \_\_\_\_\_ 12. Regularly maintains effective lines of communication
  - \_\_\_\_\_ (a) Supports two-way communication with faculty and staff.
  - \_\_\_\_\_ (b) Displays willingness to explain his/her actions.
  - \_\_\_\_\_ (c) Provides advance notice of and rationale for changes.
  - \_\_\_\_\_ (d) Defines clearly what is expected of faculty and staff.

### IV. Educational Statesmanship

- \_\_\_\_\_ 1. Promotes and supports major issues and innovations in postsecondary education.
- \_\_\_\_\_ 2. Possesses broad intellectual and cultural interests that relate to university goals.
- \_\_\_\_\_ 3. Displays physical and mental vigor necessary for the position.
- \_\_\_\_\_ 4. Works professionally and constructively with faculty and staff members.
- \_\_\_\_\_ 5. Works professionally and constructively with other administrators.
- \_\_\_\_\_ 6. Evidences impartiality in assessing problems, people, and issues.
- \_\_\_\_\_ 7. Demonstrates sensitivity to the professional concerns of associates.
- \_\_\_\_\_ 8. Works professionally and constructively with different university constituencies.
- \_\_\_\_\_ 9. Possesses a personality that allows associates to maintain individuality, yet collaborate constructively.
- \_\_\_\_\_ 10. Is keenly aware of the impact of his/her day-to-day operation on the various constituencies served.

### V. Additional Comments

- 1. What suggestions do you have which might assist the (Administrator) in improving his/her performance?  
(Your written comments will be transcribed to a typed comment sheet and forwarded to the Administrator.)

- 2. To assist in planning future administrative evaluation please indicate your response to this evaluation:

**Yes No**

- (a) \_\_\_ \_\_\_ I favor mandatory review of specific administrators.
- (b) \_\_\_ \_\_\_ I believe such evaluation is an effective means for improving administrative performance.