

Administrator Evaluation Form

Evaluating Administrator: _____ Date: _____

Circle response from 7 (Almost Always) to 1 (Almost Never) or C (Cannot Judge)

ADMINISTRATIVE SKILLS	Almost Always → Almost Never CNJ							
Acts fairly and decisively on important issues	7	6	5	4	3	2	1	C
Conducts effective faculty/staff meetings	7	6	5	4	3	2	1	C
Defines operating policies and procedures	7	6	5	4	3	2	1	C
Defines priorities	7	6	5	4	3	2	1	C
Delegates responsibility and authority when appropriate	7	6	5	4	3	2	1	C
Displays effective planning ability	7	6	5	4	3	2	1	C
Effectively uses memos, reports, and other contacts	7	6	5	4	3	2	1	C
Effectively uses personal contacts	7	6	5	4	3	2	1	C
Encourages individual initiative	7	6	5	4	3	2	1	C
Establishes appropriate goals and objectives	7	6	5	4	3	2	1	C
Has skills in recruiting faculty	7	6	5	4	3	2	1	C
Has skills in recruiting students	7	6	5	4	3	2	1	C
Is a good manager of financial resources	7	6	5	4	3	2	1	C
Is accessible to faculty and staff	7	6	5	4	3	2	1	C
Is accessible to students	7	6	5	4	3	2	1	C
Is effective in generating financial resources	7	6	5	4	3	2	1	C
Is fair in evaluations	7	6	5	4	3	2	1	C
Keeps communication lines open	7	6	5	4	3	2	1	C
Listens to new ideas	7	6	5	4	3	2	1	C
Makes effective use of committees	7	6	5	4	3	2	1	C
Organizes and administers in a confident manner	7	6	5	4	3	2	1	C
Provides leadership	7	6	5	4	3	2	1	C
Supports development of quality research	7	6	5	4	3	2	1	C
Supports development of quality teaching	7	6	5	4	3	2	1	C
Supports quality institutional and public service	7	6	5	4	3	2	1	C
Uses good executive judgment	7	6	5	4	3	2	1	C
Uses objective and fair method of allocating resources	7	6	5	4	3	2	1	C
Works effectively with faculty	7	6	5	4	3	2	1	C
Works effectively with outside stakeholders	7	6	5	4	3	2	1	C
Works effectively with office staff	7	6	5	4	3	2	1	C
Works effectively with other administrators	7	6	5	4	3	2	1	C
Works effectively with students	7	6	5	4	3	2	1	C

PERSONAL TRAITSAlmost Always → Almost Never **CNJ**

Communicates ideas clearly	7	6	5	4	3	2	1	C
Displays an enthusiastic, positive outlook	7	6	5	4	3	2	1	C
Handles conflicts effectively	7	6	5	4	3	2	1	C
Is an effective public speaker	7	6	5	4	3	2	1	C
Is sensitive to student concerns and needs	7	6	5	4	3	2	1	C
Is supportive of faculty and staff needs	7	6	5	4	3	2	1	C
Possesses high degree of integrity	7	6	5	4	3	2	1	C
Supports the overall academic unit and the university	7	6	5	4	3	2	1	C
Treats faculty, staff, and students with respect and courtesy	7	6	5	4	3	2	1	C

PROFESSIONAL ACTIVITIESAlmost Always → Almost Never **CNJ**

Is active in professional organizations	7	6	5	4	3	2	1	C
Represents an appropriate balance of administration, teaching, publication, professional, and public service	7	6	5	4	3	2	1	C
Serves as a good representative to external publics	7	6	5	4	3	2	1	C
Serves as a professional role model for faculty	7	6	5	4	3	2	1	C

XXXXXX (Your Dept) OFFICEAlmost Always → Almost Never **CNJ**

Communicates effectively with faculty	7	6	5	4	3	2	1	C
Communicates effectively with students	7	6	5	4	3	2	1	C
Expresses a friendly attitude towards faculty	7	6	5	4	3	2	1	C
Expresses a friendly attitude towards students	7	6	5	4	3	2	1	C
Provides helpful information	7	6	5	4	3	2	1	C
Provides information in a timely manner	7	6	5	4	3	2	1	C

OVERALL COMPETENCE/EXCELLENCE IN ROLEAlmost Always → Almost Never **CNJ**

7	6	5	4	3	2	1	C
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WHAT SHOULD BE THE PRIORITIES OF THE [XXXXX Your Dept] OFFICE FOR 20XX-20XX?

COMMENTS AND SUGGESTIONS

(Including any suggestions for improvement of this evaluation form)



Pfeiffer University
Evaluation of Academic Administrators
Goal-Setting Worksheet

Name:
Job Title:
Evaluated by:

Date:
Department:
Evaluation Period:

Department Strategic Goals

Summary of Appraisal (previous year) –

Development Needs –

Major Responsibilities and Goals	Actions	Date	Measurement/Assessment	Status	Resources Needed
Goal #1:					
Responsibility:					
Goal #2:					
Responsibility					
Goal #3:					
Responsibility:					
Goal #4:					

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

ADMINISTRATOR EVALUATION FORM REVIEW AND
EVALUATION OF PERFORMANCE AND SKILLS

Administrator _____ Supervisor _____
Title _____ Title _____

Department _____ Review Period _____
Date of Appointment _____ (From) (To)

The purpose of this evaluation is to enhance the effectiveness of an administrator in making a contribution toward advancing the mission of the department and the institution. A key element of this process is the *mutual* establishment of goals, within the context of the job description, between the administrator under review and his or her immediate supervisor.

SECTION I.(Place a check in appropriate box.)

A) EVALUATION OF POSITION RESPONSIBILITIES AND PERFORMANCE FOR PERIOD OF REVIEW Identify specific duties from description	Commendable	Above Standard	Competent	Needs Improvement	Unsatisfactory
1.					
2.					
3.					
4.					
5.					
B) EVALUATION OF PROFESSIONAL SKILLS (Where Appropriate to Position)					
LEADERSHIP: Exercises sound judgement. Sets a positive example. Maintains high ethical standards; supports college mission and policies.					
MANAGEMENT: Plans, organizes work, delegates, coordinates and effectively uses time. Counsels, develops, evaluates and advances subordinates effectively. Seeks and receives feedback in a constructive manner and applies it to enhance performance.					
PROBLEM SOLVING: Produces creative, innovative, workable solutions.					
TEAMWORK: Works effectively in a team environment. Interacts with coworkers in a positive and cooperative manner. Asks for help when needed, and offers assistance to others.					
Fiscal Management					
SKILLS SPECIFIC TO POSITION: a. b. c. d.					

ADMINISTRATOR EVALUATION FORM REVIEW AND
EVALUATION OF PERFORMANCE AND SKILLS

SECTION II. EVALUATION OF GENERAL SKILLS	Commendable	Above Standard	Competent	Needs Improvement	Unsatisfactory
1. JOB KNOWLEDGE: Demonstrates competence in skills and knowledge of functional areas. Understands job requirements, internal or external procedures and regulations, and how position interacts with and supports other areas of the college.					
2. COMMUNICATION: Speaks, writes, and presents effectively. Listens well and clarifies questions. Interacts professionally with students and staff. Keeps appropriate people informed on status of projects and key issues.					
3. INTERPERSONAL SKILLS: Is aware of and sensitive to needs of others. Considers both sides of an issue. Maintains cooperative and effective working relationships.					
4. RESPONSIVENESS: Is results oriented and assumes responsibility and accountability for own work. Responds appropriately to internal and/or external requests for assistance. Demonstrates initiative and flexibility.					

*Commendable - Performance consistently demonstrated with an extraordinary level of skill and ability. A statement of explanation must be included.

*Above Standard - Performance objectives have been met and demonstrated with a high level of skill and ability.

*Competent - Performance objectives have been met and demonstrated with a satisfactory level of skill and ability.

*Needs Improvement – Performance objectives have not been met or have been met only partly with a satisfactory level of skill and ability. The Plan of Professional Development must address these areas.

*Unsatisfactory – Significant performance objectives have not been met and/or performance indicates significant deficit in skill and ability. A statement of explanation must be included.

SECTION III. PLAN FOR PROFESSIONAL DEVELOPMENT AND COMMUNITY INVOLVEMENT: List elements of Professional Development Plan approved for this review period.				
Goal or Task:	Status:	Achieved	Pending	No Longer Applicable (explain)

ADMINISTRATOR EVALUATION FORM REVIEW AND
EVALUATION OF PERFORMANCE AND SKILLS

SECTION IV. ACCOMPLISHMENTS: Identify any extraordinary achievements, notable service and/or exemplary contributions to the College community. Additional pages may be added.

The current Job Description has been reviewed and incorporated in this review.
(Check here and attach copies)

Additional Recommendations and Comments: (Attach additional signed and dated pages if necessary.)

Employee:

Date:

Supervisor:

Date: