ADMINISTRATIVE EVALUATION QUESTIONNAIRE
FORM B
IMPORTANT: This questionnaire is sent out by President's Office
Name of Administrator to be evaluated:

PLEASE CHECK ONE:
Full-time faculty ☐
Adjunct faculty ☐
Confidential mgmt. ☐
Classified staff ☐
Administrator ☐

RATING SCALE:
E   = Excellent
A   = Above Average
S   = Satisfactory
U   = Unsatisfactory
NA = Not Applicable or
        Unable to observe

Please respond to each statement by circling the response representing the extent to which you agree with its content. Please include comments at the end of this evaluation.

The effective *Administrator* should demonstrate the following qualities, skills and competencies:

Leadership

1. Practices democratic leadership, delegating responsibilities and encouraging participation in decision making.   E   A   S   U   NA

2. Supports the rights of others to be heard and provides the means for all to share in setting and accomplishing goals.   E   A   S   U   NA

3. Makes timely and effective decisions.   E   A   S   U   NA

4. Displays receptivity to new ideas and changes.   E   A   S   U   NA

5. Sets reasonable and substantive goals and objectives and works effectively towards them.   E   A   S   U   NA

6. Displays sound judgment and perspective, focusing on basic issues rather than trivia.   E   A   S   U   NA

7. Plans effectively and imaginatively.   E   A   S   U   NA

8. Takes the lead in identifying, selecting and training new employees.   E   A   S   U   NA

Communication and Coordination

In dealing with other individuals and units, the administrator:

9. Is committed to and maintains effective communication both up and down.   E   A   S   U   NA

10. Is consistent in the application and interpretation of policy   E   A   S   U   NA

11. Recognizes the accomplishments of others and gives credit where credit is due.   E   A   S   U   NA

12. Is committed to collegiality and shared governance.   E   A   S   U   NA

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13. Recognizes problems and is able and willing to solve them effectively and impartially.   E A S U NA

14. Is sensitive to diversity, working effectively with different types of people and tolerating a variety of viewpoints and perspectives.   E A S U NA

15. Maintains an atmosphere of candor, trust and respect.   E A S U NA

16. Is open, approachable, fair, and consistent in dealings with others.   E A S U NA

17. Complies with State and Federal regulations to effectively manage services to students and/or employees.   E A S U NA

18. Displays awareness of relevant regulations and statewide issues.   E A S U NA

19. Keeps abreast of developments within his/her areas of responsibility and coordinates as necessary with statewide agencies.   E A S U NA

20. Serves on committees and special projects.   E A S U NA

21. Is an advocate for his/her department, for the staff, and for the students on campus and within the community in terms of services provided by the department.   E A S U NA

Organization and Management

The *administrator's* organizational skills are revealed in the extent to which he/she:

22. Maintains an efficient and effective office structure.   E A S U NA

23. Displays attention to detail.   E A S U NA

24. Develops an effective budget and establishes procedures to allocate funds and monitor expenditures.   E A S U NA

25. Shows skill in planning, organizing and implementing.   E A S U NA

26. Meets all State and District reporting deadlines.   E A S U NA

27. Oversees the maintenance of appropriate records for program accountability.   E A S U NA

Professional Qualities

The effective *administrator* has the following qualities:

28. Current and extensive knowledge of his/her discipline or area of expertise.   E A S U NA

29. Broad intellectual and cultural interests and understanding.   E A S U NA

30. Commitment to a quality educational experience.   E A S U NA

31. Proponent of professional growth for self and staff.   E A S U NA

32. Concern for the institution as a whole, rather than just the unit.   E   A   S   U   NA

33. Initiative, resourcefulness, and creativity.   E   A   S   U   NA

Comments

Any comments regarding _____ (*administrator*) would be greatly appreciated.

34. Greatest strengths are: _____

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35. Areas in which improvement is needed: _____

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