

Annual Administrator Review Guidelines (Rev. 5/12)

In addition to the three to five-year review cycle detailed above, annual surveys of faculty, staff, and administrative professionals concerning departmental and college/school administrative leadership will become a mandatory component in preparation for the annual review process. This survey will replace the current Administrator Evaluation survey of deans, heads, and chairs conducted by the Senate Administrator Evaluation Committee.

The procedure and survey outlined below are intended to be used for the evaluation of deans and department chairs/heads. The basic guidelines are:

- The survey¹ will be conducted annually by the Office of Institutional Research and Assessment (OIRA).
- The survey will be conducted during the month of February of each year to allow for its utilization for annual review of administrators by their direct supervisors. It will not be conducted during the year the administrator is being evaluated within the 3-5 year cycle.
- Full time employees working under the administrator or have direct interaction with him/her will be invited by email to answer the survey questionnaire. The email will have a link to a password protected site that contains an on-line version of the questionnaire along with a deadline for completion.
- The survey will include a section for comments, and responders will be warned not to include personal information or identifying events to maintain anonymity.
- Data, including comments, will be provided to the Chair of the Administrator Evaluation Committee, the Chair of the University Senate, and the Provost. In case of the surveys for department chairs/head, the Provost will disseminate the information to the deans.

¹Survey adopted with modifications from University of Arkansas, Agriculture Experiment Station (as Revised 2004)

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