

## Administrative Survey 2008

All questions follow a scale of :

**Strongly  
Disagree**

**Disagree**

**Agree**

**Strongly  
Agree**

**Can not  
Evaluate**

**With a Comment Block after each section.**

### **Leadership**

1. Has formulated and articulated vision for the future direction of Unit (or University).
2. Effectively represents the Unit's interest within and outside of the University.
3. Understands the mission of the University and enthusiastically promotes its goal.
4. Effectively contributes to the general development of the University.
5. Handles conflict and dissent in a creative and productive fashion.
6. Keeps abreast of major issues affecting areas of responsibility.
7. Encourages faculty or staff participation in establishing Unit (or University) goals and priorities.
8. Works effectively to attract highly qualified students.
9. Has a clear understanding of the vision and strategic direction of the University.
10. Works effectively to promote high quality undergraduate and/or graduate programs.
11. Exhibits sound judgment in selecting well-qualified persons for the positions at all levels.

### **Communication**

12. Maintains an open line of communication (Email, telephone, person-to-person).
13. Communicates effectively in writing.
14. Encourages the expression of ideals, opinions, and viewpoints.
15. Demonstrates clear and effective oral communication.

### **Problem Solving and Decision Making**

16. Consults with appropriate constituencies as a part of the decision-making process.
17. Exercises good judgment in making decisions.
18. Identifies problems, evaluates the facts, and develops logical solutions.
19. Strives toward achieving consensus among faculty or staff concerning future direction of the University.
20. Involves staff or faculty in decision-making process.
21. Promotes teamwork and cooperation.
22. Makes decisions in a timely manner.

### **Personnel Relations**

23. Strives to promote and maintain an environment that fosters good morale, cooperation and cohesion.

24. Assesses the capabilities and attainments of others in a fair and accurate manner.
25. Maintains clearly defined standards of performance for others.
26. Recognizes exceptional performance as well as offering constructive suggestions for improvement.
27. Encourages initiative and innovation as appropriate.
28. Actively seeks ways to facilitate the work of others.

#### **Planning, Organization, and Operation**

29. Ensures participation of appropriate faculty or staff in the planning process.
30. Relates assessment and evaluation to the establishment of goals and objectives.
31. Understands and follows established policies and procedures.
32. Allows faculty or staff sufficient freedom and resources to carry out delegated assignments.
33. Assures that faculty or staff has the ability and resources to handle task before delegating.
34. Anticipates problems, identify task, and delegates accordingly.
35. Makes fair and realistic allocations of available resources.
36. Makes allocations of resources consistent with Unit (or University) goals and objectives.
37. Makes reasonable efforts to acquire needed resources.
38. Provides adequate resources for teaching.
39. Exhibits competence in planning, organization and execution.

#### **Administrative Activities**

40. Establishes and cultivates favorable relationships with others.
41. Encourages and rewards quality service.
42. Provides adequate resources for training and development.
43. Works towards achieving University goals even if they do not conform to personal opinion.
44. Remains impartial and fair in interactions with colleagues and staff.
45. Contributes to the overall quality of academic and administrative programs.
46. Encourages and rewards initiative, resourcefulness and creativity service.
47. Schedules regular Unit meetings.

#### **Personal Characteristics/Interpersonal Skills**

48. Shows high professional standards in relations with colleagues and associates.
49. Displays cooperative behavior at all levels.
50. Goes beyond assigned tasks when appropriate.
51. Shows a true commitment to the mission of the University.
52. Professional conduct serves as an excellent role model for others.
53. Respects confidential information.
54. Deals with others with honesty and integrity.
55. Accepts constructive criticism.