

## THREE YEAR REVIEW PROCESS FOR ADMINISTRATORS

(revised 9/11/2013)

This evaluation survey is being administered in accord with AOP 10.02 Academic Administrators and Directors. This is a comprehensive three year review, after which a decision will be made about possible continued appointment.

The Provost has added to the procedure in AOP 10.02 the following provision: *After reviewing the comments of the impacted faculty and if a majority of the faculty are not generally in favor of a continued appointment or there are significant concerns expressed by the faculty, the supervising administrator will meet with the faculty in a public forum and discuss the possible continued appointment of the administrator being reviewed.*

Your identity will not be accessible once you submit this survey unless you self-identify in your comments. It should be noted that the supervising administrator and the Provost as well as the administrator under review will see a summary of the responses and all comments.

### **Questions for MSU Faculty and Staff**

#### Likert questions (13)

- 1) Has my respect and confidence as leader of the unit
- 2) Creates a sense of enthusiasm among faculty and staff in the unit
- 3) Listens to my suggestions and input
- 4) Treats me and others fairly
- 5) Gives appropriate recognition of my accomplishments
- 6) Seeks input in the development of unit policies
- 7) Demonstrates appropriate leadership of the unit
- 8) Performs routine administrative matters in an efficient manner
- 9) Communicates information in a timely manner
- 10) Utilizes unit's financial resources effectively
- 11) Supports my professional development and success
- 12) Works to see communication channels with those outside the unit are open and working
- 13) Supports open communication within the unit

#### Yes/No Question (1)

- 14) I would support the continued appointment of the administrator. Y/N

#### Open-Ended Responses (3)

- 15) What are the major strengths of the administrator?
- 16) What are the major weaknesses?
- 17) Please make any comments you wish to make about the administrator.

## Questions for Students and People Outside MSU

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### Likert Questions (5)

- 1) Has my respect and confidence as leader of the unit
- 2) Demonstrates appropriate leadership of the unit
- 3) Performs routine administrative matters in an efficient manner
- 4) Communicates information in a timely manner
- 5) Works to see communication channels with those outside the unit are open and working

### Yes/No Question (1)

- 6) I would support the continued appointment of the administrator. Y/N

### Open-Ended Responses (3)

- 7) What are the major strengths of the administrator?
- 8) What are the major weaknesses?
- 9) Please make any comments you wish to make about the administrator.