Spring 2014  
East Carolina University  
Administrator Evaluation

Intro

This spring the following upper-level administrators are eligible* to be evaluated in the Administrator Survey: Chancellor Ballard, Provost Sheerer, and Vice Chancellor Horns, as well as Deans Brown, Buddo, Chadwick, Cunningham, Eakins, Gilbert, Lewis, Patience, Siguenz, Sutherland, Thomas, and White.

Your survey responses will be kept confidential by the ECU Center for Survey Research. Results provided to IPAR will not include any identifying information; please do not identify yourself in any written comments. An aggregate report of the results will go to the person evaluated and to his/her supervisor, but comments will go only to the person evaluated.

Directions:

In this survey you may evaluate up to three administrators if each is eligible to be evaluated. You will see the names of each administrator based on your home department. Once you click "SUBMIT SECTION" you will advance to the next administrator, and you will be unable to return to the previous section.

*Eligibility Criteria:

Faculty: In order for faculty members to be eligible to participate in these surveys, they must: (1) hold rank as a professor, associate professor, assistant professor, instructor, or other faculty title, (2) be currently employed, (3) hold full-time appointments, and (4) have been employed at ECU for at least one year (do not have to count summers).

Upper Level Administrators: To be eligible to be evaluated in the survey, upper-level administrators must have interim or permanent appointments and have been in position since the start of the current academic year. Administrators must also have at least 5 faculty in their unit who meet the faculty eligibility criteria. These positions include those of the Chancellor as well as academic Vice Chancellor and Deans.

Chancellor

**Chancellor $\{x:/Field/CH\}**

In the Importance column, please indicate the importance of each item, with 1 = Not Important, 2-4 = Intermediate Ratings, 5 = Essential, and N/A = Not Applicable or Not Observed.

In the Performance column, please indicate the administrator's level of performance on each item, with 1 = Poor, 2-4 = Intermediate Ratings, 5 = Outstanding, N/A = Not Applicable or Not Observed.

<table>
<thead>
<tr>
<th>Importance</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Not Important</td>
<td>(1) (2) (3) (4) Essential (5) N/A</td>
</tr>
<tr>
<td>1. Establishes/maintains administrative structures which are effective in carrying out the policies of the university.</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>2. Manages the flow of work efficiently.</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>3. Works effectively within the shared governance of the institution.</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>4. Maintains an appropriate balance of support for the teaching, research, service activities, and service missions of the university.</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>5. Allocates resources of the institution effectively.</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>6. Allocates the resources of the institution in accordance with institutional priorities and mandates of his Board and the Board of Governors.</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>7. Works effectively for the development of the funding and facilities necessary to support the operations of the university.</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>8. Represents the university effectively to the community, region, and state.</td>
<td>0 0 0 0 0</td>
</tr>
</tbody>
</table>
My position at the university is:

- Faculty
- Administrator

On average, I have contact with the Chancellor:

- Daily
- Weekly
- Monthly
- Less than monthly

Chancellor Comments

**Chancellor **

Your responses to the following questions below will be returned verbatim to the Chancellor.

Which matters need priority attention by this administrator during the next year or two?

__________________________________________________________________________

Identify any policies and procedures which you feel need immediate improvement.

__________________________________________________________________________

What is the most important observation you can make about this administrator’s effectiveness?

__________________________________________________________________________

What is the most important observation you can make about this administrator’s style?

__________________________________________________________________________

Other Comments:
Note: You will be unable to return to this section of the survey after selecting the "Submit Section" button.

Vice Chancellor

Vice Chancellor $(e://Field/VCh)$

In the Importance column, please indicate the importance of each item, with 1 = Not important, 2-4 = Intermediate Ratings, 5 = Essential, and N/A = Not Applicable or Not Observed.

In the Performance column, please indicate the administrator’s level of performance on each item, with 1 = Poor, 2-4 = Intermediate Ratings, 5 = Outstanding, N/A = Not Applicable or Not Observed.

<table>
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<tr>
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<tbody>
<tr>
<td>(1) Not Important</td>
<td>(1) Poor</td>
</tr>
<tr>
<td>1. Effectively implements the policies of the division and university.</td>
<td>○ ○ ○ ○ ○ ○</td>
</tr>
<tr>
<td>2. Encourages a high level of teaching effectiveness.</td>
<td>○ ○ ○ ○ ○ ○</td>
</tr>
<tr>
<td>3. Allocates resources efficiently and equitably.</td>
<td>○ ○ ○ ○ ○ ○</td>
</tr>
<tr>
<td>4. Displays effective leadership for the strategic planning process for the division.</td>
<td>○ ○ ○ ○ ○ ○</td>
</tr>
<tr>
<td>5. Maintains an appropriate balance of support for the teaching, research/creative activity and service functions of the university.</td>
<td>○ ○ ○ ○ ○ ○</td>
</tr>
<tr>
<td>6. Is effective in acquiring university and external resources for the division.</td>
<td>○ ○ ○ ○ ○ ○</td>
</tr>
<tr>
<td>7. Represents the division effectively to the university and external constituents.</td>
<td>○ ○ ○ ○ ○ ○</td>
</tr>
<tr>
<td>8. Encourages productive and high quality research/creative activity.</td>
<td>○ ○ ○ ○ ○ ○</td>
</tr>
<tr>
<td>9. Supports an effective structure for the reward of faculty members and professional staff.</td>
<td>○ ○ ○ ○ ○ ○</td>
</tr>
<tr>
<td>10. Is fair and impartial in decision-making.</td>
<td>○ ○ ○ ○ ○ ○</td>
</tr>
</tbody>
</table>

My position at the university is:

- ○ Faculty
- ○ Administrator

On average, I have contact with the Vice Chancellor:

- ○ Daily
- ○ Weekly
- ○ Monthly
- ○ Less than monthly

Vice Chancellor Comments
Vice Chancellor $(e://Field/VCh}$

Your responses to the following questions below will be returned verbatim to your Vice Chancellor.

Which matters need priority attention by this administrator during the next year or two?

______________________________________________________________________________

Identify any policies and procedures which you feel need immediate improvement.

______________________________________________________________________________

What is the most important observation you can make about this administrator's effectiveness?

______________________________________________________________________________

What is the most important observation you can make about this administrator's style?

______________________________________________________________________________

Other Comments:

______________________________________________________________________________

Note: You will be unable to return to this section of the survey after selecting the "Submit Section" button.

Dean

Dean $(e://Field/dean}$

In the Importance column, please indicate the importance of each item, with 1 = Not Important, 2-4 = Intermediate Ratings, 5 = Essential, and N/A = Not Applicable or Not Observed.

In the Performance column, please indicate the administrator's level of performance on each item, with 1 = Poor, 2-4 = Intermediate Ratings, 5 = Outstanding, N/A = Not Applicable or Not Observed.
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</tr>
</thead>
<tbody>
<tr>
<td>Not Important</td>
<td>1</td>
</tr>
<tr>
<td>(2)</td>
<td>(3)</td>
</tr>
</tbody>
</table>

1. Acquisitive and management of resources for the college or school.
2. Leadership for the continuing development of the college or school.
3. Encouragement and support for teaching among faculty.
4. Encouragement and support for research/creative activity among faculty.
5. Encouragement and support for service among faculty.
6. Establishment and maintenance of relationships with constituents outside the college or school.
7. Commitment to recruiting and retaining talented faculty.
8. Support for the principles of shared governance.
9. Availability to faculty.
10. Establishment of an atmosphere of trust and respect.

My academic rank is:
- Assistant Professor
- Associate Professor
- Professor
- Other

On average, I have contact with this administrator:
- Daily
- Weekly
- Monthly
- Less than monthly

Dean Comments

Dean ${e://Field/dean}$

Your responses to the following questions below will be returned verbatim to your Dean.

Which matters need priority attention by this administrator during the next year or two?
Identify any policies and procedures which you feel need immediate improvement.

What is the most important observation you can make about this administrator's effectiveness?

What is the most important observation you can make about this administrator's style?

Other Comments:

Note: You will be unable to return to this section of the survey after selecting the “Submit Section” button.