EVALUATION OF ACADEMIC AFFAIRS ADMINISTRATORS
Office of the Provost
Spring, 2001

Name of Administrator Under Evaluation: ________________________________
Department/Division/Program: _________________________________________
Title: ______________________________________________________________
Date: __________________________________________________________________

You are: EPA/SPA Staff _____ Faculty _____ Dean _____ Vice Provost _____
Academic Department Head _____ Administrative Department Head ____
Student _____ Other _____
And you (select one) Work in the unit(s) led by this administrator: ______
Are a client of the unit(s) led by this administrator: ______

Please rate the above administrator on each characteristic listed below and use the following scale:
5 = Always  2 = Seldom
4 = Usually  1 = Never
3= Sometimes  NA = No basis on which to evaluate

ADMINISTRATIVE PERFORMANCE
____ Sets and clearly articulates priorities.
____ Willingly explores new approaches to established functions.
____ Promotes excellence at all levels.
____ Stimulates and rewards/recognizes innovation and imagination.
____ Is available and accessible.
____ Exhibits an encouraging and positive attitude.
____ Listens in interactions with constituents.
____ Provides clear and appropriate responses.
____ Follows projects through to on-time completion.
____ Is fair and consistent in decision-making.
____ Promotes diversity.
Please provide comments on this administrator’s management and leadership (use the back if needed):

1. Major strengths:

2. Areas needing improvement:

3. Please comment specifically on the agenda for last year.

4. Other comments (including any needed elaboration on ratings above):

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**Overall Evaluation:** How do you rate the effectiveness of this administrator? Please place an ‘x’ along the continuum.


Effective  Ineffective

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Please return to Patrice Hill, Office of the Provost, Box 7101, Raleigh, NC 27695 by April 6, 2001.