**Periodic Review of Administrators**

**Survey I**

Select **at least five** of the following items by typing **X**s in the left-hand column. In addition, items 21 and 22 will be included in all surveys.

| **Select** | **Item** |
| --- | --- |
|  | 1. How would you describe this administrator’s efforts to lead the unit in setting goals and priorities? |
|  | 1. How would you describe this administrator’s vision for the unit and the degree to which it is shared by others within and outside the unit? |
|  | 1. How would you describe the degree to which this unit has achieved its goals or improved over the past five years? |
|  | 1. How would you describe this administrator’s ability to encourage and motivate others? |
|  | 1. How would you describe this administrator’s communication style? |
|  | 1. How would you describe this administrator’s willingness to be of assistance to others in and outside the unit? |
|  | 1. How would you describe this administrator’s openness to criticism, the ideas of others, and new information? |
|  | 1. How would you describe this administrator’s decision-making skills? |
|  | 1. How would you describe this administrator’s ethics? |
|  | 1. How would you describe this administrator’s problem solving skills? |
|  | 1. How would you describe this administrator’s listening skills? |
|  | 1. How would you describe this administrator’s contributions to trust and cooperation within the unit? |
|  | 1. How would you describe this administrator’s efforts to inform members of the unit about important developments? |
|  | 1. How would you describe this administrator’s ability to represent the unit within and outside the university? |
|  | 1. How would you describe this administrator’s ability to work with others in and outside the unit? |
|  | 1. How would you describe this administrator’s personal organizational skills, timeliness in meeting deadlines, and overall management skills? |
|  | 1. How would you describe this administrator’s approach to using and distributing resources within the unit? |
|  | 1. How would you describe this administrator’s familiarity with the unit’s fields of endeavor, programs, personnel, facilities, budget and other resources? |
|  | 1. How would you describe this administrator’s familiarity with the university’s structure, policies and procedures, and programs? |
|  | 1. How would you describe this administrator’s hiring decisions? |
| **X** | 1. OPTIONAL: Comments on aspects of this administrator’s performance not covered above. |
| **X** | 1. How would you best describe your position at ETSU for the purposes of this review? Select one of the following:    1. Faculty    2. Academic department chair    3. Dean    4. Other academic administrator    5. Staff, non-administrative    6. Non-academic administrator    7. Peer of individual being reviewed |