MEMORANDUM
February 24, 1997

To: UWF Faculty Member
From: James R. Weaver
President of the Faculty Senate
Subject: Faculty Senate Evaluation of Academic Administrators

The purpose of the enclosed evaluation is to give each faculty member an opportunity to reflect, anonymously, on the effectiveness of their President, Provost, Vice Provost of Academic Affairs, Associate Vice Provost of Enrollment Services, Dean or Director, Associate or Assistant Dean, Associate or Assistant to the Dean, and Chair or Assistant Director. It is hoped that the results of this process will provide information that will enhance the growth and development of both the University and the individuals that are being evaluated.

Except for the demographic questions, most of the items on this questionnaire reflect the University of West Florida's Strategic Priorities for 1994 - 1998. It is believed that contributions toward achieving these goals are appropriate standards for the evaluation of administrators.

Please take the time to respond to this evaluation form and return the 20052 forms and comments to me in the envelope provided by March 14, 1997. The data will be handled professionally and in a timely manner by the Faculty Senate President. The evaluated administrators will receive individual reports of the data and verbatim comments. Supervisors will also receive a copy of the report for those administrators who answer directly to them. These reports are considered public information.

It is important to note that this is a generic evaluation form and you should feel comfortable in using "does not apply" whenever appropriate. Thank you in advance for taking the time to provide important feedback to the administration of the University of West Florida.
UNIVERSITY ADMINISTRATOR EVALUATION FORM

Directions for Completing the Questionnaire

This questionnaire provides many statements which are intended to reflect desirable administrative qualities. Most of the items on this questionnaire reflect the 1994-98 University of West Florida's Strategic Priorities. It is believed that contributions toward achieving these goals are appropriate standards for the evaluation of administrators.

You are asked to make a judgment of the degree to which UWF Administrators possess or exemplify each of the qualities by filling in the appropriate blank on the 20052 Form for each one of the Administrators with a number two pencil. If you feel that a given indicator is inappropriate or does not apply for a particular person, leave that indicator blank.

For questions 1 through 30 use the following answers:

Blank/Does Not Apply, 
A/Strongly Agree, 
B/Agree, 
C/Undecided, 
D/Disagree, and 
E/Strongly Disagree.

Your comments are the most important part of the questionnaire. Please write them in the space provided, or take additional space that would otherwise be left blank. If necessary, attach a separate sheet. All comments will be typed verbatim.

QUESTIONNAIRE

1. This person's office affects my work.

THIS PERSON:

2. Shows evidence of educating and nurturing the growth and development of a diverse student body at UWF.

3. Shows evidence of attempting to increase the number of transfer students.

4. Shows evidence of creating an effective retention program.

5. Shows evidence of serving nontraditional and place bound students.

6. Encourages an emphasis on providing students with personal attention.

7. Emphasizes to all faculty and staff the importance of recruiting, retention, and client relations.

8. Shows evidence of sustaining the integrity of the curriculum and academic programs at UWF.

9. Demonstrates evidence of promoting effectiveness in the delivery of academic programs.

10. Encourages university and faculty dedication to effective teaching, to student learning and achievement and to appropriate academic standards.

11. Supports the development of the general studies curriculum.
12. Seeks funds so that accreditation is maintained or acquired.

13. Supports a strong library, preserving and enriching the intellectual and cultural heritage of the region, state, and nation.

14. Develops plans to secure and update technology and equipment.

15. Encourages strong academic advising.

16. Seeks to recruit and to retain a student body reflecting the region's diversity.

17. Seeks to recruit and retain a faculty reflecting the region's diversity.

18. Encourages the integration of learning, research, and public service at UWF.

19. Establishes evaluation processes and criteria that support the integration of instruction, research, and public service.

20. Tries to link the University's research programs and creative activities with regional and state needs and opportunities.

21. Shows evidence of support for offering degree programs meeting regional and state needs for disciplinary specialists and a well-qualified professional work force.

22. Shows evidence of nurturing an intellectually vibrant faculty whose research and creative activities provide opportunities for students to participate, and are responsive to public need.

23. Shows evidence of sustaining an environment that is characterized by collegiality, mutual support and respect, and freedom from bias.

24. Shows evidence of building a strong program of professional growth and development for faculty and staff that is linked to institutional development.

25. Shows evidence of increasing efficiency that maintains essential services.

26. Shows evidence of decentralizing decision making authority and responsibility.

27. Shows evidence of attempting to improve the salary level of faculty and staff.

28. Shows evidence of encouraging people to stand up for what they believe in.

29. Shows evidence of rewarding people for their accomplishments in a fair and equitable manner.

30. Shows evidence that they should be retained in their present administrative position.

**Demographic Data**

Please provide the following demographic information so that data can be used to describe the responses in the aggregate and to describe trends for different groups. No report will be made that will compromise anyone.

31. Current Academic Rank

A/Professor/University Librarian
B/Associate Professor/Associate University Librarian
C/Assistant Professor/Assistant University Librarian
D/Instructor/Instructor Librarian
E/Lecturer

34. Gender

A/Female
B/Male
32. UWF Experience
A/Over 28 years
B/21-28 years
C/14-21 years
D/7-14 years
E/under 7 years

33. College/Division
A/CASS
B/COB
C/COE
D/COST
E/Library

Faculty Senate Administrator Evaluation Form for 1996/97.

COMMENTS

1. President

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2. Provost

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3. Vice Provost

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4. Associate Vice Provost of Enrollment Services

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5. Dean/Director
6. Associate/Assistant or Associate/Assistant to the Dean


7. Chair


