

Winthrop University Administrative Review

- **Internal Review Form**



Please fill in all shaded areas, which will expand to fit your entry.

INTERNAL REVIEW **OF** **ADMINISTRATIVE PERFORMANCE**

Use tab or arrow keys to move to next space.

| | |
|----------------|-------|
| Administrator: | Date: |
|----------------|-------|

Rating scale: Please select the appropriate number in the space next to each category based on the following scale:

- 4 – Performance exceeds expectations**
- 3 – Performance meets expectations**
- 2 – Performance meets marginal expectations**
- 1 – Performance fails to meet expectations**
- 0 – Don't know or not applicable**

Note: The major characteristics you are asked to assess below are described by several different descriptors which provide broad guidelines for each major area. Please provide additional comments as appropriate in each area.

Leadership

- Articulates a vision for the School/Division/Department.
- Inspires/motivates faculty/staff to work toward the goals of the unit.
- Uses an effective administrative style that is consistent with practices within institutions of higher education.

Comments:

Organization

- Effectively uses personnel, time, money, materials, equipment, and space.
- Plans and develops appropriate policies within the unit of responsibility.
- Evaluates financial needs and makes appropriate recommendations for adequate financing.
- Delegates authority, provides support or supervision of subordinates as needed and displays reasonable creativity in the use of resources.

Comments:

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Quality of Work

- Exhibits a clear sense of direction compatible with the University's purpose and policies, an understanding of the duties of the position, and the knowledge necessary to do the job as expected.
- Is persistent and dependable, generally managing to get things done in a sound and efficient manner.
- Recruits and assigns the best available personnel in terms of competencies.
- Effectively represents the University to the community.

Comments:

Professionalism

- Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
- Remains professionally current by reading, attending conferences, conducting research and publishing, or maintaining involvement in other professional activities.

Comments:

Judgment

- Concentrates on essentials rather than trivial details.
- Generally makes sound judgments and involves others in decisions which affect them, basing those judgments on evidence rather than prejudice or personal convenience.
- Acts fairly and objectively in matters of renewal, promotion, or tenure.

Comments:

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Communication

- Maintains an open line of communication for ideas and viewpoints.
- Is discreet and considerate in speaking to colleagues.
- Communicates clearly and concisely.

Comments:

Faculty/Staff interactions

- Provides for appropriate faculty/staff participation in decision-making and governance.
- Approaches and makes decisions regarding faculty/staff in an open and unbiased manner.
- Accepts diversity of faculty/staff.
- Has good rapport with faculty/staff.
- Supports faculty/staff activities and initiatives.

Comments:

Student interactions

- Decisions reflect genuine concern for students.
- Has good rapport with students.

Comments:

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Liaison with the administration, other units of the university, and outside agencies

- Communicates information between the unit and the administration.
- Represents the unit appropriately with outside agencies.
- Works effectively with peers within the institution.

Comments:

Overall Effectiveness

- Based on all of the above, how do you rate the overall performance of this person?

Comments:

Based on your interactions with this person, indicate his/her greatest strengths and areas for development among the categories listed above.

Strengths

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OF
ADMINISTRATIVE PERFORMANCE

Areas for development:

Thank you for your assistance.

**To ensure confidentiality, please print this form after entering all information.
Return it to the sender by campus mail in an envelope marked "confidential".**