

Winthrop University Administrative Review

- **Supervisor's Review Form**

The Winthrop University *Administrator Review* provides individuals with important information for professional growth and development. As part of the review process, the administrator completes a self-review, and the administrator's immediate supervisor facilitates internal and external reviews. The immediate supervisor then incorporates the *administrator's self-review* into these materials, and provides the following *summary of internal and external reviews, supervisor's review and comments, and suggestions for development* for review and discussion with the administrator.



SUPERVISOR'S REVIEW AND COMMENTS

Please fill in all shaded areas, which will expand to fit your entry.
Use tab or arrow keys to move to next space.

| | | |
|-------------|--|-------|
| Review of: | | |
| Title: | | |
| Supervisor: | | Date: |

Rating scale: Please enter the appropriate number in the box 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.

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| Comments: |
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Organizational Style

- Executes routine duties effectively and efficiently (e.g. budgeting, planning).
- Delegates authority, provides support or supervision of subordinates as needed and displays reasonable creativity in the use of resources.
- Shows leadership and imagination in making decisions and involves relevant personnel in the process.

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| Comments: |
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SUPERVISOR'S REVIEW AND COMMENTS

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.
- Shows creativity and fosters an atmosphere which encourages development of new ideas and innovative approaches.

Comments:

Professionalism

- Remains professionally current by reading, attending conferences, conducting research and publishing, or maintaining involvement in other professional activities.
- Acts with integrity and discretion in matters both personal and professional and treats associates in a fair manner.
- Shows reasonable poise and emotional stability and maintains a positive approach to problems or adversity.

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.
- Makes sound evaluations, offers counsel when appropriate, and also acknowledges and rewards competence and dedication.

Comments:

SUPERVISOR'S REVIEW AND COMMENTS

Communication Skills

- Is an effective communicator, for example, in such matters as submitting reports that are complete and punctual, and effectively representing the department or program to the administration and to other departments.
- Has an open mind, listens well, and generally accepts and offers constructive criticism.

Comments:

Interaction with Administrators, Faculty, Staff, Students and External Constituencies

- Communicates information from the unit to the administration and from the administration to the unit.
- Works to understand viewpoints being expressed by supervisors, peers, and subordinates.
- Considers the welfare of the unit, as well as the University as a whole, when making decisions.
- Represents the unit effectively when working with outside agencies.

Comments:

Overall Effectiveness

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

Other comments:

SUPERVISOR'S REVIEW AND COMMENTS

MAJOR STRENGTHS / ACCOMPLISHMENTS

SUGGESTIONS FOR DEVELOPMENT

Please print this form for signatures after entering all information.

OPTIONAL:

The executive staff member to whom the supervisor reports is encouraged to review the assessment of the administrator for comments prior to the supervisor meeting with the administrator.

Signature/Title of Executive Staff Member to whom the Supervisor Reports

Date

Signature/Title of Direct Supervisor (reviewer)

Date

The administrator is invited to sign below, following a conference with the immediate supervisor, as an indication that the review has been discussed.

The administrator's signature does not imply agreement with the supervisor's review.

Administrator (person being reviewed)

Date