

President's Evaluation of the Vice-President of ~~Administrative Services~~

Vice-President:

Semester: Spring 2015

Date 1-26-15

Instructions: Ratings are to be based on the President's perception of the dean's level of performance.

0		No opportunity to observe
1	Unsatisfactory	Does not meet minimum objectives
2	Fair	Sometimes meets objectives
3	Average	Meets minimum objectives
4	Good	Sometimes goes beyond objectives
5	Excellent	Clearly outstanding—goes beyond the objectives

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- 4 1. Is effective in carrying out the duties of his/her position. *you've done a great job with turning around the point, it is definitely in a positive direction.*
- 4 2. Understands and implements college policies, processes and philosophy.
- 4 3. Encourages a productive and mutually supportive atmosphere throughout the College.
- 4 4. Assists each Division Chairperson/Director/Coordinator in the development and maintenance of budgetary matters and discusses budgetary priorities with them.
- 4 5. Organizes and disseminates information appropriately.
- 4 6. Is willing to make decisions that may be unpopular but in the best interest of the overall program.
- 4 7. Is able to communicate effectively with college personnel.
- 4 8. Assigns work fairly.
- 4 9. Is fair and objective in matters having to do with salaries, evaluations, renewal, promotion and tenure.
- 4 10. Is available for consultations when needed.
- 4 11. Recognizes and compliments faculty, professional non-faculty and staff on jobs well done.

- 4 12. Discusses with the president members under his/her supervision who need improvement.
- 4 13. Leads others by example rather than resorting to authority.
- 4 14. Involves others in the decisions that affect them.
- 4 15. Tolerates differences and considers other viewpoints.
- 4 16. Gives constructive criticism in a positive manner.
- 4 17. Uses tact and diplomacy in working relationships.
- 4 18. Is willing to help other administrators, faculty, and staff in personal matters.
- 4 19. Responds constructively to students referred by faculty members for advice or assistance.
- 4 20. Makes fair and sound judgements regarding his/her areas of responsibility.
- 4 21. Is effective in establishing and maintaining high morale among his/her staff.
- 4 22. Explains the basis for his/her actions and decisions.
- 4 23. Is flexible in his/her approach to problem solving.
- 4 24. Is open to suggestions and constructive criticism intended to improve his/her effectiveness.
- 4 25. Is calm, self-assured and poised.
- 4 26. Seems to enjoy his/her work.

Comments: *you have taken a huge load off my shoulders by taking charge of the mutual construction projects. I know it is difficult dealing with all parties involved, but you fight hard to protect the college. Thank you.*

President

Date

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