Chairs and Administrators

Please indicate your level of agreement or disagreement to each of the statements below. Your ratings should be based on direct knowledge and experience. If you feel you cannot clearly rate an item, click the circle in the N/A (Not Applicable) column. NOTE: If you mark "Disagree" or "Strongly Disagree" to any of the statements, you must provide an explanation for your rating in the area at the bottom of this form.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	NA
1. Demonstrates knowledge of university policies and procedures.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
2. Formulates effective strategic plans to achieve her unit's goals.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
3. Displays logical decision-making skills.	\bigcirc	\bigcirc				
4. Shows initiative and takes independent action when needed.	Ö	O	Ō	Ō	Ō	\circ
5. Champions her unit's welfare and goals.	\bigcirc	\bigcirc		\bigcirc	\bigcirc	\bigcirc
6. Demonstrates effective listening skills.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
7. Communicates concisely and clearly.	\bigcirc	\bigcirc		\bigcirc	\bigcirc	\bigcirc
8. Acts as an effective liaison between the unit and college/University.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
9. Comprehends and takes into account the larger structures in which her unit is embedded.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
10. Cooperates productively with college or University colleagues.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
11. Demonstrates sensitivity to and awareness of diversity issues.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
12. Follows through and completes projects in a timely manner.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
13. Prepares for and contributes effectively to meetings.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
14. Shows knowledge about and concern for students' educational needs.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
15. Responds to requests for information in a timely manner.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
16. Assures safe and efficient use of facilities and equipment.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
17. Administers the unit's budget and resources equitably.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
18. Adminsters the unit's budget and resources efficiently.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
19. Administers the unit's budget and resources transparently.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
20. Works with faculty and staff to assure the orderly operation of the department's administrative offices.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
21. Refines or revises the department's organizational structure or procedures as appropriate.	\bigcirc	\bigcirc	0	0	\circ	0

22. Participates in fundraising activities as appropriate.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
23. Is accessible to me.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	
NOTE: If you rated any item as	s "Disagr	ee" or "S	trongly	Disagree	," please	2
explain in the area below.						
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Use the space below to provide evaluation.	e any con	nments y	ou feel v	vould be	helpful i	n this
evaluation.			l			
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Thank you for your participation. If you hall James Lee at (408)924-5866.	ave any que	estions cond	erning this	evaluation	, please co	ntact Dr.
Click below to submit your responses to t SJSU website.	he Office of	Institutiona	al Research	. You will a	lso be take	n to the