**College of Health Professions**

Administrative Reassignment Assessment Form

**Directions**

Please rate the administrator named below using the scale provided. Ratings of 1 or 2 require a written explanation on the Comment Sheet. Use the sixth (6th) column for not applicable answers as they will not be counted in totals.

 1 - Unacceptable, totally ineffective

 2 - Unsatisfactory, needs improvement

 3 - Satisfactory, adequate

 4 - Very good, above average

 5 - Excellent, superior

 NA - No points assigned, not applicable or no basis for rating

Name of Administrator Being Evaluated: Click here to enter text.

Evaluation Date: Click here to enter text.

Evaluation Period: Click here to enter text.

Administrative Position (Check all those that apply)

a. [ ]  Unit Head (School Director, Departmental Chair)

b. [ ]  Program Director

c. [ ]  Non-Academic Director (Student Services, etc.)

d. [ ]  Coordinator (*indicate* [ ]  Clinical/Internship/Fieldwork, [ ] Laboratory)

e. [ ]  Other

 Description: Click here to enter text.

Reassigned Time

a. [ ]  Full-time – no academic responsibilities

b. [ ]  Quarter Time Release (25% reduction in academic/teaching responsibilities)

c. [ ]  Half Time Release (50% release from academic/teaching responsibilities)

d. [ ]  Three Quarter Time Release (75% release from academic/teaching responsibilities)

e. [ ]  Other (Click here to enter text.% release from academic/teaching responsibilities)

 Description: Click here to enter text.

**I. COMMUNICATION** *(insert x for each row of the tables below)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | NA |
| Performance being evaluated |  |  |  |  |  |  |
| 1. Demonstrates effective speaking skills |  |  |  |  |  |  |
| 2. Demonstrates effective writing skills |  |  |  |  |  |  |
| 3. Communicates in a timely manner  |  |  |  |  |  |  |
| 4. Clearly communicates expectations  |  |  |  |  |  |  |

Comments:

Click here to enter text.

**II. PLANNING AND ORGANIZATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | NA |
|  5. Plans and organizes thoroughly and in advance |  |  |  |  |  |  |
|  6. Delegates responsibility and authority, when appropriate |  |  |  |  |  |  |
|  7. Encourages innovation and cooperative planning |  |  |  |  |  |  |
|  8. Considers other units, the College of Health Professions, and the University in planning and organizing |  |  |  |  |  |  |

Comments:

Click here to enter text.

**III. INTERPERSONAL RELATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | NA |
|  9. Works effectively with others |  |  |  |  |  |  |
| 10. Is accessible to faculty, staff, and students on a regular basis |  |  |  |  |  |  |
| 11. Demonstrates active listening |  |  |  |  |  |  |
| 12. Respects the confidentiality of others  |  |  |  |  |  |  |

Comments:

Click here to enter text.

**IV. DECISION-MAKING/PROBLEM SOLVING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | NA |
| 13. Encourages appropriate participation in decision-making and problem solving |  |  |  |  |  |  |
| 14. Interprets and applies policies consistently with all personnel and in all situations |  |  |  |  |  |  |
| 15. Appraises situations and problems objectively |  |  |  |  |  |  |
| 16. Makes sound and timely decisions based on thorough  analysis of the situation |  |  |  |  |  |  |

Comments:

Click here to enter text.

**V. LEADERSHIP**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | NA |
| 17. Promotes professional growth of self and supervisees |  |  |  |  |  |  |
| 18. Recognizes staff proficiencies and accomplishments,  commends exemplary actions |  |  |  |  |  |  |
| 19. Exerts positive influence on others, promotes professionalism and optimism |  |  |  |  |  |  |

Comments:

Click here to enter text.

**VI. GOALS AND OBJECTIVES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | NA |
| 20. Ensures that program goals and objectives are consistent with the needs of the unit, college, and university |  |  |  |  |  |  |
| 21. Makes satisfactory progress in achieving goals and objectives |  |  |  |  |  |  |
| 22. Assists faculty and staff in developing appropriate personal  goals and objectives |  |  |  |  |  |  |

Comments:

Click here to enter text.

**VII. ATTITUDINAL CONSIDERATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | NA |
| 23. Accepts responsibility for own actions and those of  program faculty and staff |  |  |  |  |  |  |
| 24. Accepts criticism, advice, suggestions  |  |  |  |  |  |  |
| 25. Functions well under pressure and in awkward situations |  |  |  |  |  |  |

Comments:

Click here to enter text.

**ADDITIONAL COMMENTS**

Click here to enter text.

**VIII. CALCULATE OVERALL AVERAGE SCORE**

 Sum of scores divided by # of scores recorded (NAs not counted)

Name of Evaluator: Click here to enter text.

Evaluator’s Position: Click here to enter text.

Signature of Evaluator: Click here to enter text.Date**:** Click here to enter text.