

# Administrative Leadership Evaluation

Date: \_\_\_\_\_

Rating scale: **1 2 3 4 5 6 7 8 9 UA**

1=lowest

9=highest

UA=unable to evaluate

Name of faculty member: \_\_\_\_\_

## LEADERSHIP SKILLS

- 1     2     3     4     5     6     7     8     9     UA

Does not provide insight and/or direction; does not have the expertise to effectively lead or manage

Regularly provides valuable insight and/or direction to others through expertise, education and experience; makes informed decisions in a timely and effective manner

Comments:

## VISION

- 1     2     3     4     5     6     7     8     9     UA

Does not have a clear vision; does not provide guidance or communicate direction; does not see big picture

Excellent clarity and communication of vision; able to see big picture and make/implement difficult decisions to carry out vision

Comments:

## INNOVATION

- 1     2     3     4     5     6     7     8     9     UA

Performs at a routine level; does not come up with creative ideas

Continually develops new and better ways to improve aspects of the job function; produces creative, workable solutions

Comments:

## PROBLEM-SOLVING

- 1     2     3     4     5     6     7     8     9     UA

Fails to critically assess information, risks, and benefits; does not identify major issues or make timely decisions

Critically assesses information, risks, and benefits; identifies major issues and makes timely decisions

Comments:

## TEAMWORK

- 1     2     3     4     5     6     7     8     9     UA

Does not promote collaboration and a team environment; does not interact positively with co-workers or across disciplines; does not solicit opinions and assistance of other workers

Promotes collaboration and a team environment; interacts with coworkers and across disciplines in a positive and cooperative manner; solicits opinions and assistance of other workers

Comments:

# Administrative Leadership Evaluation

Name of faculty member: \_\_\_\_\_

## INTEGRITY

- 1     2     3     4     5     6     7     8     9     UA

Shows inadequate commitment to honesty and trustworthiness in evaluating and demonstrating own skills and abilities

Always shows exceptional commitment to honesty and trustworthiness in evaluating and demonstrating own skills and abilities

Comments:

## ORGANIZATION

- 1     2     3     4     5     6     7     8     9     UA

Disorganized and ineffective; does not prioritize well in a changing environment

Always works in an organized fashion; optimizes time and resources through delegation, coordination, effective time management and short and long term planning; discerns priorities

Comments:

## FISCAL RESPONSIBILITY

- 1     2     3     4     5     6     7     8     9     UA

Makes decisions without considering financial implications; does not factor cost/benefit of resource allocation; does not manage budget(s) effectively

Consistently and conscientiously considers economic impact of decisions and cost/benefit of resource allocation; manages budget(s) for optimal use of financial resources

Comments:

## INTERPERSONAL SKILLS

- 1     2     3     4     5     6     7     8     9     UA

Lacks interpersonal skills; insensitive to the needs of others; only looks at one side of issues; does not cooperate or maintain good working relationships

Is aware of and sensitive to needs of others; considers both sides of an issue; maintains cooperative and effective working relationships

Comments:

## COMMUNICATION

- 1     2     3     4     5     6     7     8     9     UA

Does not communicate well or keep others informed of key issues and decisions; withholds information

Always addresses issues of key importance to stakeholders; provides a clear understanding of subject matter; keeps others informed; freely shares information

Comments:

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Name of faculty member: \_\_\_\_\_

## RESPONSIVENESS

- 1     2     3     4     5     6     7     8     9     UA

Non-responsive or responds inappropriately to requests; does not achieve results by established deadlines

Consistently responds appropriately to internal and/or external requests for assistance; achieves results and objectives within established time frames

Comments:

## PROFESSIONALISM

- 1     2     3     4     5     6     7     8     9     UA

Consistently fails to treat others with respect and generally displays an unprofessional or abusive manner during all interactions

A role model for how to treat others professionally

Comments:

## HUMAN RESOURCES

- 1     2     3     4     5     6     7     8     9     UA

Does not manage effectively, consistently or fairly; does not provide constructive feedback

Effectively manages people to meet unit goals; fosters a climate of employee development; provides constructive feedback; treats employees fairly and consistently

Comments:

## RESULTS-ORIENTED

- 1     2     3     4     5     6     7     8     9     UA

Does not meet targeted goals of the unit or promote growth in the unit

Accomplishes goals and targets of the unit; fosters growth in the unit (faculty, grants, key research programs, new space)

Comments:

## MENTORSHIP

- 1     2     3     4     5     6     7     8     9     UA

Does not provide guidance or opportunities for employees; does not encourage employee growth or leadership skills

Structures work to maximize opportunities for employees; always willing to provide counsel and opportunities for growth; encourages inventiveness and leadership skills in others

Comments:

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Name of faculty member: \_\_\_\_\_

**ACCOMPLISHMENTS/ADMINISTRATIVE SUCCESS:** (Identify any extraordinary achievements, local/regional/national reputation for excellence, notable service and/or exemplary contribution to the School of Medicine, Department of Medicine or the faculty member's Division).