**Kennesaw State University**

**Faculty and Staff Evaluation of Administrators (FSEA)**

**Evaluation Instruments**

Rate [ADMINISTRATOR] on the following items. Feel free to leave comments (which are completely anonymous) but note that all comments will be available in verbatim format and provided to that administrator. Not all items may apply to your relationship with this administrator. If you do not have this type of experience with the administrator, then select "Insufficient Observation." Use the following scale for each question:

Strongly Agree

Agree

Disagree

Strongly Disagree

Insufficient Observation

**CHAIR EVALUATION**

**Leadership**

 Has developed an appropriate and coherent strategic vision for the department

 Has developed a consistent and sustainable vision for the department

 Makes efficient and well-informed decisions for the department

 Provides effective mentoring of faculty members

 Effectively advocates for department needs within the college, university, and externally

Additional comments

**Communication**

Organizes and runs effective meetings

 Is sufficiently transparent about department business, budgets, and decisionmaking

 Follows appropriate shared governance norms and guidelines

 Demonstrates a commitment to the principles and practices of KSU’s pursuit of “human and cultural

diversity”

Additional comments

**Management**

 Effectively follows through on discussions and decisions

 Appropriately manages and allocates the departmental budget and financial resources

 Treats faculty, staff, and associates with fairness and professionalism

 Facilitates effective and equitable course scheduling

 Hires and effectively manages other administrative faculty, such as assistant chairs, directors, coordinators,

etc.

Additional comments

**Ethics**

 Treats sensitive personnel and other matters with appropriate confidentiality

 Develops and maintains appropriate and effective interpersonal relationships with faculty, staff, and

 colleagues

 Behaves appropriately in professional settings

Additional comments

**What is the chair doing that is effective, should continue, and possibly expand?**

**What practices and behaviors could the chair improve, and how?**

**DEAN EVALUATION**

**Leadership**

 Has developed an appropriate and coherent strategic vision for the college

 Has developed a consistent and sustainable vision for the college

 Provides effective mentoring for chairs and other college leaders

 Effectively advocates for college needs at the university and externally

Additional comments

**Communication**

Is sufficiently transparent about college business, budgets, and decisionmaking

 Follows appropriate shared governance norms and guidelines

 Demonstrates a commitment to the principles and practices of KSU’s pursuit of “human and cultural

diversity”

Additional comments

**Management**

 Appropriately manages and allocates the college budget and financial resources

 Treats faculty, staff, and associates with fairness and professionalism

 Hires and effectively manages other administrative faculty, such as assistant deans, chairs, directors,

 coordinators, etc.

Additional comments

**Ethics**

 Treats sensitive personnel and other matters with appropriate confidentiality

 Develops and maintains appropriate and effective interpersonal relationships with faculty, staff, and

 colleagues

 Behaves appropriately in professional settings

Additional comments

**What is the dean doing that is effective, should continue, and possibly expand?**

**What practices and behaviors could the dean improve, and how?**

**PROVOST EVALUATION**

**Leadership**

 Has developed an appropriate and coherent strategic vision for Academic Affairs

 Has developed a consistent and sustainable vision for Academic Affairs

 Effectively advocates for faculty at the university and externally

**Communication**

Is sufficiently transparent about the business and decisions of Academic Affairs

 Follows appropriate shared governance norms and guidelines

 Demonstrates a commitment to the principles and practices of KSU’s pursuit of “human and cultural

 diversity”

**Management**

 Appropriately allocates and manages the budget and financial resources of Academic Affairs

 Hires and effectively manages other administrators, such as deans and the administrative staff in Academic

 Affairs

**Ethics**

 Treats sensitive personnel and other matters with appropriate confidentiality

 Behaves appropriately in professional settings

**What is the provost doing that is effective, should continue, and possibly expand?**

**What practices and behaviors could the provost improve, and how?**