

TEXAS A&M INTERNATIONAL UNIVERSITY

Academic Administrator Evaluation System

All academic administrators at Texas A&M International University are subject to evaluations both by their supervisors and subordinates with the exception of the president whose performance is reviewed by the Board of Regents according to the bye-laws articulated in the System manual of policies and procedures. Other administrators are evaluated according to the following format.

CHAIRS: Chairs are evaluated every three (3) years by the department faculty. All full-time faculty members, regardless of tenure status, who have a record of continuous service of two (2) or more years at TAMIU, may participate in the evaluation. The office of the dean will conduct the evaluation. Chairs will be evaluated on an annual basis by the dean who will file the outcome with the Office of Human Resources.

DEANS: Deans are evaluated every (3) years by the faculty, including chairs, in their respective colleges. All full-time faculty members, regardless of tenure status, who have a record of continuous service of two (2) or more years at TAMIU, may participate in the evaluation. The evaluation is conducted by the Office of the Provost/Vice-President for Academic Affairs. Deans will be evaluated by the Provost/VPAA on an annual basis and the outcome will be filed with the Office of Human Resources.

PROVOST: The Provost is evaluated every three (3) years by deans, chairs, and the directors of other instrumentalities operating under the Office of the Vice-President for Academic Affairs (Academic Enrichment Center, Continuing Education, Distance Education, etc.) who have served one (1) year or more in their current positions. The Office of the Associate Provost will conduct the evaluation and report the outcome to the president. The provost will be evaluated on an annual basis by the president who will file the outcome with the Office of Human Resources.

TEXAS A&M INTERNATIONAL UNIVERSITY
Evaluation Questionnaire

Department Chair: _____

Please take time to respond to this questionnaire thoughtfully and fairly. Your anonymous comments will be reviewed by the supervisor of the individual in question. Subsequently, they will be submitted to the individual as a guide for improvement of operational procedures. In case you need more space, you may use the reverse of this sheet.

1. Characterize the manner in which the chair handles governance issues (scheduling, curriculum supervision, course assignment, committee appointments, meetings etc.).

2. Comment on the management of faculty affairs (oversight of faculty matters such as pay raises, sick leave, vacations, PPR, travel reimbursements, secretarial support, morale issues, etc.).

3. What is your impression of the way your chair handles student affairs, such as keeping enrollment records, grievance, tracking retention, completion, and career follow-ups.

4. Comment on the budgeting and fiscal management of your department, such as tracking travel fund, M&O, grants (if any), requisitions, expenditure and income, etc.

5. On a scale of one to ten, how would you rate the performance of your department chair? Explain why.

TEXAS A&M INTERNATIONAL UNIVERSITY
Evaluation Questionnaire

Academic Dean: _____

Please take time to respond to this questionnaire thoughtfully and fairly. Your anonymous comments will be reviewed by the supervisor of the individual in question. Subsequently, they will be submitted to the individual as a guide for improvement of operational procedures. You may use the reverse side of this sheet in case you need more space,

1. What does this administrator in performing his or her duties that you like and find especially helpful?

2. What aspect of this administrator's performance you don't like and find detrimental to the well-being of the unit in his or her jurisdiction?

3. What other comments would you like to make relative to the effectiveness of this administrator?

4. On a scale of one to ten, how would you rate the performance of this administrator? Explain why.

TEXAS A&M INTERNATIONAL UNIVERSITY
Evaluation Questionnaire

Academic Vice-President: _____

Please take time to respond to this questionnaire thoughtfully and fairly. Your anonymous comments will be reviewed by the supervisor of the individual in question. Subsequently, they will be submitted to the individual as a guide for improvement of operational procedures. You may use the reverse side of this sheet in case you need more space,

1. What does this administrator in performing his or her duties that you like and find especially helpful?

2. What aspect of this administrator's performance you don't like and find detrimental to the well-being of the unit in his or her jurisdiction?

3. What other comments would you like to make relative to the effectiveness of this administrator?

4. On a scale of one to ten, how would you rate the performance of this administrator? Explain why.

Please indicate your level of agreement with each of the following statements. If a statement does not apply to you, please select (X).

Strongly agree (A) Agree (B) Disagree (C) Strongly disagree (D) NA (X)

THIS ADMINISTRATOR

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|-----|--|-----|-----|-----|-----|-----|
| 1. | demonstrates the ability to promote collegiality. | (A) | (B) | (C) | (D) | (X) |
| 2. | promote a sense of well-being within the department. | (A) | (B) | (C) | (D) | (X) |
| 3. | understands and adheres to the institutional mission. | (A) | (B) | (C) | (D) | (X) |
| 4. | manages well the internal affairs of the department. | (A) | (B) | (C) | (D) | (X) |
| 5. | understands the problems of scholarship and facilitates faculty research. | (A) | (B) | (C) | (D) | (X) |
| 6. | understands the principles of effective teaching and facilitates the instructional process. | (A) | (B) | (C) | (D) | (X) |
| 7. | is helpful in providing the faculty with advice and counseling in academic and professional matters. | (A) | (B) | (C) | (D) | (X) |
| 8. | communicates to the faculty the overall concerns of the university. | (A) | (B) | (C) | (D) | (X) |
| 9. | plans curricular developments and executes them well. | (A) | (B) | (C) | (D) | (X) |
| 10. | solicits ideas to improve the department. | (A) | (B) | (C) | (D) | (X) |
| 11. | maintains his or her professional and scholarly standing. | (A) | (B) | (C) | (D) | (X) |
| 12. | remains current with developments in higher education. | (A) | (B) | (C) | (D) | (X) |
| 13. | is effective in teaching and advising students. | (A) | (B) | (C) | (D) | (X) |
| 14. | encourages faculty research and scholarship. | (A) | (B) | (C) | (D) | (X) |
| 15. | is fair and even-handed in matters of promotion and tenure. | (A) | (B) | (C) | (D) | (X) |