

EVALUATION OF THE DIRECTOR'S ADMINISTRATIVE STYLE AND EFFECTIVENESS
KANSAS STATE UNIVERSITY
 Planning and Analysis

Director: *****

Date:*****

Both to improve personnel recommendations and to provide a basis for improving administrative practices, you are requested to answer the questions on this form as honestly and objectively as possible. You need not sign your name, since only group results will be compiled. Your participation will be most helpful if you identify both strengths and weaknesses.

I. Attributes of the Director

For the attributes listed below, circle the number which best describes the Director. Use "1" or "2" if the first word or phrase is most descriptive; use "4" or "5" if the second word is most descriptive; use "3" if the Director displays both attributes about equally. "CJ" indicates that you cannot judge this attribute.

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. Friendly (1-2) vs. Unfriendly (4-5) | 1 | 2 | 3 | 4 | 5 | CJ |
| 2. Organized (1-2) vs. Disorganized (4-5) | 1 | 2 | 3 | 4 | 5 | CJ |
| 3. Dedicated to institution (1-2) vs. Dedicated to self (4-5) | 1 | 2 | 3 | 4 | 5 | CJ |
| 4. Flexible (1-2) vs. Rigid (4-5) | 1 | 2 | 3 | 4 | 5 | CJ |
| 5. Sensitive to others (1-2) vs. Insensitive to others (4-5) | 1 | 2 | 3 | 4 | 5 | CJ |
| 6. Open to ideas (1-2) vs. Close-minded (4-5) | 1 | 2 | 3 | 4 | 5 | CJ |
| 7. Democratic (1-2) vs. Autocratic (4-5) | 1 | 2 | 3 | 4 | 5 | CJ |
| 8. Motivating (1-2) vs. Discouraging (4-5) | 1 | 2 | 3 | 4 | 5 | CJ |
| 9. Realistic (1-2) vs. Unrealistic (4-5) | 1 | 2 | 3 | 4 | 5 | CJ |

II. Strengths and Weaknesses

Please select the option which best describes your opinion about the following statements.
 SA=Strongly Agree, A=Agree, N=Neutral, D=Disagree, SD=Strongly Disagree, CJ=Cannot Judge

- | | | | | | | |
|---|----|---|---|---|----|----|
| 10. Communicates and displays a visionary and futuristic plan | SA | A | N | D | SD | CJ |
| 11. Develops sound practices | SA | A | N | D | SD | CJ |
| 12. Displays knowledge/expertise related to work assignments | SA | A | N | D | SD | CJ |
| 13. Makes wise decisions | SA | A | N | D | SD | CJ |
| 14. Initiates actions which resolve problems in a timely manner | SA | A | N | D | SD | CJ |
| 15. Offers sound advice | SA | A | N | D | SD | CJ |
| 16. Contributes positively to the institution's image and reputation | SA | A | N | D | SD | CJ |
| 17. Informs me about matters which affect me and/or my work | SA | A | N | D | SD | CJ |
| 18. Seeks opinions of others before suggesting policies or procedures which affect them | SA | A | N | D | SD | CJ |

III. Specific Duties

Please circle the number or letters, which best describe your opinion about the following statements. SA=Strongly Agree, A=Agree, N=Neutral, D=Disagree, SD=Strongly Disagree, CJ=Cannot Judge

19. The Director effectively communicates information regarding the unit's policies, priorities, and accomplishments to department heads, the College Dean, and the Provost	SA	A	N	D	SD	CJ
20. The Director provides effective leadership in information technology services	SA	A	N	D	SD	CJ
21. The Director represents the Unit effectively on university committees	SA	A	N	D	SD	CJ
22. The Director provides effective professional and public service (e.g., external reviewer)	SA	A	N	D	SD	CJ

IV. Overall

23. Overall, what is your evaluation of the Director's effectiveness?

- Highly Effective
- Effective
- Somewhat Effective
- Not Effective
- Cannot Judge

24. The Director has my confidence in assisting with the management of the college.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree
- Cannot Judge

V. Additional Observations

25. What are the Director's main strengths?

26. What reservations, if any, do you have about the Director?

27. What changes (in priorities, style, organization, policy) do you feel would improve the Director's effectiveness?

28. Other comments?

VI. Respondent Demographics

29. Job classification

- Faculty member Unclassified administrative staff Classified staff Other

30. Number of years employed at K-State:

- Less than one year 1-3 years 3-5 years 6-10 years 10 years or more

31. How much interaction do you have with the administrator?

- Regularly, on a daily or weekly basis Once or twice a year No interaction
 Occasionally, a few times a semester Once or twice in the past five years

Thank you. Please return this form by ***** in the envelope provided to:

**Planning and Analysis
226 Anderson Hall
Kansas State University**