

Evaluation of the Associate Dean's Administrative Style and Effectiveness

Kansas State University

I. Attributes of the Associate Dean

For the attributes listed below, mark the box which best describes the associate dean. Mark "1" or "2" if the first word or phrase is most descriptive; mark "4" or "5" if the second word is most descriptive; mark "3" if the associate dean displays both attributes about equally. "CJ" indicates that you cannot judge this attribute.

	1	2	3	4	5	CJ
1. Friendly (1 or 2) vs. Unfriendly (4 or 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Organized (1 or 2) vs. Disorganized (4 or 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Dedicated to institution (1 or 2) vs. Dedicated to self (4 or 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Flexible (1 or 2) vs. Rigid (4 or 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sensitive to others (1 or 2) vs. Insensitive to others (4 or 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Open to ideas (1 or 2) vs. Close-minded (4 or 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Democratic (1 or 2) vs. Autocratic (4 or 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Motivating (1 or 2) vs. Discouraging (4 or 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Realistic (1 or 2) vs. Unrealistic (4 or 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. Strengths and Weaknesses

Please mark the box that best describes your opinion about the following statements.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Cannot Judge
10. Communicates and displays a visionary and futuristic plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Develops sound practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Displays knowledge/expertise related to work assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Makes wise decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Initiates actions which resolve problems in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Offers sound advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Contributes positively to the institution's image and reputation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Informs me about matters which affect me and/or my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Seeks opinions of others before suggesting policies or procedures which affect them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Specific Duties

Please mark the box which best describe your opinion about the following statements.

Strongly
Agree Agree Neutral Disagree Strongly
Disagree Cannot
Judge

The Associate Dean...

- | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 19. Effectively communicates information regarding the college's policies, priorities, and accomplishments to university administrators. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Effectively communicates information regarding the college's policies, priorities, and accomplishments to the university community. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Provides quality student support services (eg. consultation to students experiencing academic difficulty, recruitment) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Effectively coordinates the many academic programs of the college (eg. summer school, honor's program) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Represents the college effectively on university committees | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Provides quality alumni support | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Provides effective professional and public service (eg. external reviewer) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

IV. Overall

26. What kind of a job is the Associate Dean doing?
 Highly Effective Effective Somewhat Effective Not Effective Cannot Judge
27. The associate dean has my confidence in helping to run the college.
 Strongly Agree Agree Disagree Strongly Disagree I have no opinion
28. What is your relationship to the Associate Dean?
 Department Head/Administrator Faculty Unclassified Professional Classified Staff
29. How often do you have meaningful contact with the Associate Dean?
 At least once per week 1-4 Times per Month 1-4 Times per Semester Less than once per semester

V. Additional Observations

In this section, you are invited to make additional observations and suggestions for improvement. Written responses will be typed before being sent to the administrator so that handwriting cannot be used to identify the rater. Use additional pages as needed.

30. What are the associate dean's main strengths?

31. What reservations do you have about the associate dean as an administrator?

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

33. Other Comments?

Please return by ** with the enclosed envelope to:**

Office of Planning and Analysis
226 Anderson Hall