

# Evaluation of the Assistant Dean's Administrative Style and Effectiveness

## Kansas State University

### I. Attributes of the Assistant Dean

For the attributes listed below, mark the box which best describes the assistant 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 assistant 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	I have no opinion
The Assistant Dean...						
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	I have no opinion
<b>The Assistant Dean...</b>						
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. Overall, what is your evaluation of the Assistant Dean's effectiveness?

- Highly Effective    Effective    Somewhat Effective    Not Effective    Cannot Judge

27. The Assistant Dean has my confidence in assisting with the management of the college.

- Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree    I have no opinion

28. What is your relationship to the assistant dean?

- Department Head/Administrator    Faculty    Unclassified Professional    Classified Staff

29. How often do you have meaningful contact with the Assistant 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 assistant dean's main strengths?

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

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

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33. Other Comments?

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

Office of Planning and Analysis  
226 Anderson Hall