Department Head Self-Improvement Survey

***Name***

Department of ***

I. Administrative Effectiveness

This survey is being administered in order to more systematically assess faculty impressions of administrative style and effectiveness of the Department Head, and to obtain ideas about departmental directions for the future. All responses will be compiled into a summary report.

Please complete the survey as objectively and candidly as possible. To protect identities and facilitate analyses, open-ended comments will be compiled in a separate document and categorized before being shared with the appropriate parties.

A. Major Programs

1. The Department Head gives appropriately balanced attention to the department's instructional, research, and service responsibilities .................................................................
   - Strongly Agree  - Agree  - Neutral  - Disagree  - Strongly Disagree  - Cannot Judge

2. The Department Head supports decisions which facilitate improvement of the undergraduate program . . .
   - Strongly Agree  - Agree  - Neutral  - Disagree  - Strongly Disagree  - Cannot Judge

3. The Department Head supports decisions which facilitate improvement in the department's research programs .................................................................
   - Strongly Agree  - Agree  - Neutral  - Disagree  - Strongly Disagree  - Cannot Judge

4. The Department Head supports decisions which facilitate improvement in the department's outreach or service to the public and the profession ............
   - Strongly Agree  - Agree  - Neutral  - Disagree  - Strongly Disagree  - Cannot Judge

5. The Department Head supports decisions which facilitate improvement of the graduate degree programs .................................................................
   - Strongly Agree  - Agree  - Neutral  - Disagree  - Strongly Disagree  - Cannot Judge

6. The Department Head has initiated programs to recruit quality students .................................................................
   - Strongly Agree  - Agree  - Neutral  - Disagree  - Strongly Disagree  - Cannot Judge

7. The Department Head guides development of sound organizational plans to accomplish departmental programs .................................................................
   - Strongly Agree  - Agree  - Neutral  - Disagree  - Strongly Disagree  - Cannot Judge

8. The Department Head fosters good teaching in the department .................................................................
   - Strongly Agree  - Agree  - Neutral  - Disagree  - Strongly Disagree  - Cannot Judge

9. The Department Head stimulates research and scholarly activity in the department .................................
   - Strongly Agree  - Agree  - Neutral  - Disagree  - Strongly Disagree  - Cannot Judge

10. What one action by the Department Head has had the most positive effect on the department's major programs?

   __________________________________________

11. What suggestions do you have for other actions the Department Head should take to improve the department's major programs?

   __________________________________________

   __________________________________________
B. Development of Resources

12. The Department Head has been effective in gaining an appropriate share of the college's resources for the department .................................................................

13. The Department Head has effectively represented the department's need for State resources to those who have direct contact with legislators ........................................

14. The Department Head has been effective in helping the department to acquire federal funding .................................................................

15. The Department Head has been effective in helping to secure resources from private sources (gifts, grants, etc.) . .

16. What suggestions do you have for other actions the Department Head should take to acquire additional resources?

C. Organizational Matters

17. The Department Head has established appropriate methods for informing the faculty of important developments ........

18. The Department Head has established effective ways for gaining representative faculty opinion of relevant issues ........

19. The Department Head's Office provides useful faculty services .................................................................

20. The Department Head lets faculty members know what is expected of them .................................................................

21. The Department Head treats all faculty members as his/her equal .................................................................

22. The Department Head explains the basis for his/her decisions .................................................................

23. The priorities and emphases which have guided recent developments in the department have been appropriate ........

24. The Department has been getting stronger in recent years

25. The Department Head improves the department's image and reputation in the total campus community ........

26. The Department Head guides curriculum development . .

27. The Department Head acts as though visible department accomplishments are vital to him/her .................................................................

28. What suggestions do you have for the Department Head regarding the provision for communicating with faculty (listening to their suggestions, keeping them informed, etc.)?
D. Resource Allocation

29. The Department Head's allocation of resources to programs is consistent with department goals and priorities

30. In allocating resources, the Department Head has avoided favoritism unrelated to department priorities or to the achievements of the department

31. Faculty members are given ample opportunity to explain their resource needs

32. The Department Head is well informed about the faculty member's accomplishments, needs, and plans

33. The Department Head effectively communicates the department's needs (personnel, space, monetary) to the Dean

34. The Department Head encourages an appropriate balance among academic specializations within the department

35. What suggestions do you have for improving the resource allocation process in the department?

E. Personnel Management

36. The Department Head has facilitated good decisions in selecting faculty

37. The Department Head has been objective in arbitrating disputes between faculty members

38. The Department Head has been an asset in recruiting faculty members

39. The Department Head has exercised sound judgment in matters related to promotion and tenure

40. The Department Head has made reasonable efforts to retain outstanding faculty members

41. In making or reviewing personnel recommendations (selection, salary, promotion, tenure), the Department Head has required fairness regardless of demographic status

42. The Department Head guides the development of sound procedures for assessing faculty performance

43. The Department Head recognizes and rewards faculty in accordance with their contributions to the department's programs

44. The Department Head arranges effective and equitable allocation of faculty responsibilities such as committee assignments, teaching loads, etc
E. Personnel Management (Continued)

45. In expectations of faculty members, the Department Head makes allowances for their personal or situational problems

46. The department has the appropriate number of clerical/technical support personnel

47. The Department Head increased the number of graduate research and/or teaching assistant opportunities

48. The Department Head fosters development of each faculty member's special talents or interests

49. The Department Head makes faculty members feel at ease when talking to them

50. The Department Head lets faculty members know when they've done a good job

51. The Department Head acts as though high faculty morale is vital to him/her

52. The Department Head's greatest strength in the personnel area is:

53. The Department Head's greatest weakness in the personnel area is:

II. The Department Head's Personal Characteristics

A. Attributes

In this section, please describe the Department Head's personal attributes by marking the appropriate number on each scale. Mark 'Cannot Judge' if you have little or no basis for making a judgment.

54. Remote (1) or Approachable (5)

55. Biased (1) or Fair (5)

56. Rigid (1) or Flexible (5)

57. Autocratic (1) or Democratic (5)

58. Impulsive (1) or Thoughtful (5)

59. Procrastinator (1) or Planner (5)

60. Reactor (1) or Initiator (5)

61. Please identify those personal attributes of the Department Head which you most respect.
62. What changes in administrative or personal style would make the Department Head more effective?

III. Overall Impression
63. Overall, what is your evaluation of the Department Head’s effectiveness?

☐ Highly Effective  ☐ Effective  ☐ Somewhat Effective  ☐ Not Effective  ☐ Cannot Judge

64. I enjoy my work in this department

☐ Strongly Agree  ☐ Agree  ☐ Neutral  ☐ Disagree  ☐ Strongly Disagree  ☐ Cannot Judge

65. The Department Head has my overall confidence to effectively manage the department for the next five years.

☐ Agree  ☐ Disagree

66. The department head should be:

☐ Retained  ☐ Not Retained

67. Additional comments to clarify your impression of the Department Head:

________________________________________________________________________

________________________________________________________________________

IV. Respondent’s Perspective
68. What is your position status?

☐ Professor  ☐ Assistant Professor  ☐ Unclassified Professional/Other
☐ Associate Professor  ☐ Instructor

69. What is your tenure status?

☐ Tenured  ☐ Working toward tenure  ☐ In a non-tenurable position

70. How often do you have meaningful contact with the Department Head?

☐ At least once a week  ☐ One to three times a semester
☐ One to three times a month  ☐ Hardly ever (less than once a semester)

Please return this survey to:
The Office of Planning and Analysis
226 Anderson Hall
Campus

Copyright 2008
Office of Planning and Analysis
Kansas State University