

COMPETENCIES	SURVEY QUESTIONS (Answer scale: Always/Often/Seldom/Never Not Applicable or Insufficient Info.)	
I. Demonstrates Effective and Resourceful Leadership / Administration	1.	Develops and effectively manages department operating budget and other resources (staff, facilities, labs, equipment, etc.).
	2.	Models respect for personnel matters and confidentiality regarding performance reviews, personnel decisions, grievances, etc.
	3.	Keeps the faculty and staff apprised of department, college, and university plans, activities, budgets and expectations.
	4.	Ensures that new faculty are oriented to department and campus-wide goals, processes, expectations, administrative tasks, etc.
	5.	Uses objective information for allocating equitable work assignments and to determine departmental priorities for future probationary hiring.
	6.	Supports staff training and development.
	7.	Uses teaching, research, and service assignments as an opportunity for faculty development.
	8.	Takes an active role in fundraising or otherwise promoting the department and college in the community.
	9.	Is available throughout the week to attend to daily business of the department and to meet student needs.
	10.	Cultivates leadership; invites new people to the table.
	11.	Open-ended Comments RE: _____'s effective and resourceful leadership and administration:
II. Supports and Strengthens Academic Programs	12.	Communicates to faculty members (especially new faculty members) the curricular and programmatic goals and expectations of the department, college, and university.
	13.	Is actively involved in the recruitment and hiring of new faculty who advance the department's academic goals.
	14.	Clearly communicates the department/college expectations with regard to teaching and scholarship.
	15.	Supports faculty research by providing access to data, grant opportunities, travel/conferences, and time through work assignments.

	16.	Promotes innovative teaching by supporting faculty development.
	17.	Works with department faculty on curriculum development, review and revision.
	18.	Maintains academic integrity of the department
	19.	Leads or supports the department/college in carrying out reviews of curricula and assessment of learning.
	20.	Supervises or supports the operation of instructional activities such as laboratories.
	21.	Initiates and implements activities in support of student recruitment and retention, such as awards, competitions, scholarships and clubs.
	22.	Uses data to inform the Graduation Initiative 2025, plan for and support student success (e.g., retention rates, scheduling classes to meet student needs, etc.).
	23.	Open-ended Comments RE: _____'s effectiveness at strengthening academic programs:
III. Enriches the Campus Culture of Diversity, Equity and Inclusion	24.	Supports diversity, equity, and inclusion in the development of curriculum and implementation of pedagogy.
	25.	Consistently communicates, coordinates, and recognizes efforts in the areas of diversity, equity and inclusion; supports campus and college-wide diversity, equity, and inclusion initiatives.
	26.	Promotes diversity, equity and inclusion in recruitment and hiring.
	27.	Is attentive to and makes efforts to improve the retention of diverse and underrepresented faculty.
	28.	Helps students remove barriers to success and graduation, such as with graduation planning and course enrollment.
	29.	Is attentive to and makes efforts to improve department culture.
	30.	Is fully familiar with campus student support structures for accommodations, counseling, and crisis intervention.
	31.	Open-ended Comments RE: _____'s effectiveness at enriching the campus culture of diversity, equity, and inclusion.

IV. Models and Facilitates Interpersonal Communication	32.	Addresses conflict and attempts to resolve problems between faculty, students, and staff.
	33.	Knows the capability, motivations, and goals of individuals within the department/college and supports staff and faculty to achieve their goals.
	34.	Is a resource for faculty and staff seeking advice on student issues.
	35.	Demonstrates awareness of and attention to students' voices.
	36.	Promotes open communication and encourages faculty involvement in the advancement of the department/college.
	37.	Engages with faculty and staff, understands their concerns and needs, and helps them grow, learn, and be productive.
	38.	Open-ended Comments RE: _____'s ability to model and facilitate effective interpersonal communication.
V. Open Ended – General Strengths and Weaknesses	39.	Please provide comments on general strengths, weaknesses, or areas of improvement that you would like communicated to this person and their supervisor.

Directions to faculty and staff taking this survey: The survey will be administered anonymously, however, the dean will share a summary of the results with the head/chair during the annual administrative evaluation process in order to foster continuous improvement, suggest professional development opportunities, and aid in goal setting for the next academic year.