

College of Agriculture and Life Sciences
The University of Arizona
Annual Administrative Assessment Report for Calendar Year 2007

FORMAT
(Individual Name and Position)
(Maximum Pages = 2)

1. PROVIDE A BRIEF DESCRIPTION (FEW LINES) OF POSITION RESPONSIBILITIES AND YOUR AREAS OF SPECIAL EXPERTISE

For administrators not on a 100% administrative appointment, also complete an Annual Performance Report as required of all faculty.

2. WHAT MAJOR OBJECTIVES WERE TO BE PERFORMED AND WHAT PROBLEMS WERE TO BE ADDRESSED?

Provide a short summary of the major activities that had been planned. Use terms that can be understood by persons unfamiliar with the details of the activities.

3. WHAT WAS ACCOMPLISHED AND WHAT LED TO IT BEING ACCOMPLISHED?

Include planning, management, revenue generation, student recruitment, faculty/staff development. Indicate efforts to promote diversity, equity, and a supportive climate. Identify individual strengths that led to the accomplishments. Focus on accomplishments in terms of their resulting value to the department or college.

4. WHAT WAS NOT ACCOMPLISHED OR WHAT SHOULD NOT HAVE HAPPENED, WHAT LED TO THESE DIFFICULTIES, HOW WERE THEY RESOLVED?

These could be due to new developments, unanticipated losses in resources, or other factors.

5. WHAT IS TO BE ACCOMPLISHED IN THE COMING YEAR?

Identify several major objectives including diversity-related goals.

6. WHAT HAVE YOU DONE TO GENERATE RESOURCES FOR YOUR UNIT?

7. WHAT HAVE YOU DONE TO SEEK RECOGNITION FOR THE ACHIEVEMENTS OF YOUR FACULTY, STAFF, AND STUDENTS?

This should include awards, society nominations, and other recognition.

8. WHAT BARRIERS OR OBSTACLES NEED TO BE ADDRESSED TO COMPLETE ITEM 5 AND WHAT CHANGES NEED TO BE MADE IN ORDER TO ACCOMPLISH THEM?

These may be organizational, personal, resource related, or administrative.

College of Agriculture and Life Sciences
The University of Arizona
ADMINISTRATOR EVALUATION FORM - CY 2007

Name _____ Rating Scale: 5 = Outstanding

Department/School/County: _____

Instruction % _____ Research % _____ Extension % _____ Administration % _____

4 = Above Satisfactory
3 = Satisfactory
2 = Needs Improvement
1 = Unsatisfactory

INSTRUCTIONS: Make your self-evaluation by marking an X through the numbers. Your supervisor will mark his/her evaluation by circling the number. For those on partial administrative appointments, complete both an Annual Performance Report and an Administrative Assessment Report.

A. ADMINISTRATIVE EFFORTS

- | | | | | | |
|---|---|---|---|---|---|
| 1. Planning Effectiveness | 1 | 2 | 3 | 4 | 5 |
| 2. Resource Management (including performance of business mgr., use of time/resources) | 1 | 2 | 3 | 4 | 5 |
| 3. Overall management (organization, timely evaluations, work direction of faculty/staff) | 1 | 2 | 3 | 4 | 5 |
| 4. Problem Solving Ability (dealing with problems/uncertainties) | 1 | 2 | 3 | 4 | 5 |
| 5. External Interactions (communication/cooperation on- and off-campus) | 1 | 2 | 3 | 4 | 5 |
| 6. Leadership in Revenue Generation (other than personal grants) | 1 | 2 | 3 | 4 | 5 |
| 7. Student Support Activity (recruitment, advising, retention, placement) | 1 | 2 | 3 | 4 | 5 |
| 8. Personal Professional Activities (if not included in Direct Efforts section) | 1 | 2 | 3 | 4 | 5 |
| 9. Leadership, Communication, Professional Training and Development | 1 | 2 | 3 | 4 | 5 |
| 10. Foster Diversity, Equity, and a Supportive Climate | 1 | 2 | 3 | 4 | 5 |

B. MAJOR COMMITMENTS AND ACTIVITIES PLANNED FOR NEXT YEAR. Discuss and Comment.

CY 2007 ADMINISTRATOR EVALUATION FOR _____

Comments of Evaluating Administrator (including overall evaluation statement):

Evaluating Administrator's Signature

Date

Comments of Administrator Being Evaluated:

Administrator's Signature

Date