

CHANCELLOR EVALUATION FORM

PART I – ADMINISTRATIVE DATA

Name:	Type of Report:
Title:	Period Covered From: To:

PART II – RATING SCALE

Please rate the Chancellor on the following criteria by placing an “x” in the appropriate box.

5 – Superior 4 – Above Average 3-Average 2-Below Average 1-Poor

NOTE: All marks of 2 or 1 must be specifically substantiated in Part IV of the written performance evaluation.

PART III – PERFORMANCE FACTORS

1. COMMITMENT TO INSTITUTIONAL/SYSTEM MISSION:

a. Evidence an understanding of the mission of the institution and the special demands placed on it.	5	4	3	2	1
b. Demonstrates a personal sense of responsibility for helping the institution achieve success.	5	4	3	2	1
c. Concern for the general welfare of the institution.	5	4	3	2	1
d. Develops innovative ways to accomplish the mission of the institution.	5	4	3	2	1
e. Effectively collaborates with System’s office in furthering the System’s strategic goals and objectives.	5	4	3	2	1

2. LEADERSHIP ABILITY:

a. Identifies needs of the institution and develops, implements plans and programs to address those needs.	5	4	3	2	1
b. Develops plans and programs to enhance the quality of the institution.	5	4	3	2	1
c. Encourages the development of innovative programs to meet changing needs of constituents.	5	4	3	2	1
d. Based upon the chancellor’s leadership, faculty and staff have confidence in the future of the university.	5	4	3	2	1
e. The chancellor is effective in resolving significant problems.	5	4	3	2	1
f. The chancellor’s leadership has a positive influence on employee morale and performance.	5	4	3	2	1
g. Fosters an environment that stimulates teaching, learning, scholarship, professional development and the pursuit of support to enhance academic programs and innovation.	5	4	3	2	1

h. Willing to break from the “Status Quo” and implement new ideas.	5	4	3	2	1
3. MANAGEMENT EFFECTIVENESS:					
a. Effectively executes and implements the educational, administrative and fiscal policies, procedures, directives, and programs adopted by the administration/Board for the governance of the University.	5	4	3	2	1
b. Exhibits effective management skills to identify problem areas, weaknesses, and strengths of the institution.	5	4	3	2	1
c. Works effectively to maintain high morale among subordinates and between himself, his staff, and others within the University.	5	4	3	2	1
d. The chancellor is effective in adapting to and coordinating university responses to necessary change.	5	4	3	2	1
e. The chancellor strives to maintain faculty, administrators and staff salaries at a competitive level.	5	4	3	2	1
f. The chancellor makes effective use of, and allocates all resources (finances, personnel, equipment, space.)	5	4	3	2	1
g. Plans and prepares for the unexpected.	5	4	3	2	1
4. FISCAL MANAGEMENT:					
a. Prepares and presents a consolidated budget of the University to the President and Board.	5	4	3	2	1
b. Assumes and retains control at all times over the budgets of the university, as approved by the President and Board.	5	4	3	2	1
c. Moves quickly to correct fiscal problems.	5	4	3	2	1
d. The chancellor is well prepared and informed when presenting budgetary and programmatic requests/reports to the President and Board.	5	4	3	2	1
5. DAILY DECISION-MAKING/PROBLEM SOLVING:					
a. Identifies problem areas before they escalate into a crisis.	5	4	3	2	1
b. Makes sound decisions when critical situations occur.	5	4	3	2	1
c. Acts promptly to resolve or report problems to President.	5	4	3	2	1

d. Looks at problems with clarity, logic, and coolness and makes decisions based on facts.	5	4	3	2	1
e. Looks ahead, plans adequately, and avoids procrastination in the decision making process.	5	4	3	2	1
f. Considers ideas from various sources and chooses the best solution.	5	4	3	2	1
6. HUMAN RELATIONS/COMMUNICATION SKILLS:					
a. Maintains good relations with student, faculty, staff and alumni.	5	4	3	2	1
b. The chancellor has a professional image in state government.	5	4	3	2	1
c. The chancellor builds a positive relationship through open communication with external groups and agencies including the community and media.	5	4	3	2	1
d. The chancellor involves and interacts with students on campus.	5	4	3	2	1
e. The chancellor keeps the President and Board informed about matters affecting the institution.	5	4	3	2	1
f. Understands and is responsive to the community of which the Institution is a part.	5	4	3	2	1
g. Effectively serves as spokesperson for the institution.	5	4	3	2	1
h. Is involved in appropriate community activities.	5	4	3	2	1
7. FUNDRAISING:					
a. Directs and encourages fundraising from private, corporate and public sources.	5	4	3	2	1
b. Is effective in fundraising and in developing alumni support.	5	4	3	2	1
8. ACADEMIC QUALITY & ACCOUNTABILITY:					
a. Develops and seeks to implement programs and courses that contribute to accomplishing the mission of the university, while serving the needs of the community and state.	5	4	3	2	1
b. Has process in place for effectively monitoring programs requiring accreditation.	5	4	3	2	1

c. Respects academic freedom.	5	4	3	2	1
d. Promotes academic growth through research, collaborative agreements, grantsmanship, development of patents, etc.	5	4	3	2	1
e. Promotes the general academic welfare of the university.	5	4	3	2	1

PART IV. PERFORMANCE AND POTENTIAL EVALUATION

A. COMMENT ON SPECIFIC ASPECTS OF PERFORMANCE AND POTENTIAL FOR CONTINUED SERVICE.

PART V. COMMENTS BY EVALUATION COMMITTEE

A. COMMENT ON PERFORMANCE DURING THIS RATING PERIOD.

PART VI. AUTHENTICATION (RATED PERSON'S SIGNATURE VERIFIES THAT PARTS I-V ARE COMPLETE)

NAME OF RATED PERSON:	SIGNATURE:	DATE:
NAME OF EVALUATOR:	SIGNATURE:	DATE:

