

ACADEMIC MANAGEMENT FEEDBACK FORM

Employee's Name: _____

Department: _____

Evaluator's Name: _____

Date: _____

<p>Rating Scale: Please provide feedback using the following scale</p> <p>5- Always/Excellent 4- Often/Good 3- Sometimes/Fair 2- Seldom/Poor 1- Never N/A- Not able to assess</p>	<p>Constituency Group: Indicate which group you represent and indicate how often you have contact with the manager on a weekly basis</p> <p>____ Classified Staff ____ Peer ____ Faculty/Senate</p>

Rating Criteria	5	4	3	2	1	N/A	Comments/suggestions
Knowledge and Experience							
1. Is knowledgeable about federal state and local policies and regulations as related to area of responsibility and ensures that they are followed.							
2. Effectively controls budget and expenditures							
3. Understands District budget goals and implements effectively within area of responsibility							
4. Understands District personnel policies and implements them effectively within the area of responsibility							
5. Demonstrates technical competency in the areas of assignment							
Planning and Organizing							
6. Plans and advocates effectively for programs and services within assigned areas of responsibility							
7. Work toward meeting the goals of the College, the Board and the Supt/President.							
9. Identifies needs, analyzes plans to meet those needs, coordinates work effectively utilizes staff and equipment							
10. Support efforts to increase student enrollment, retention, and success							
Leadership Qualities							
11. Provides fair and consistent leadership							
12. Assumes responsibility to carry out assigned tasks and is accountable for action taken.							
13. Consults with you on issues that impact your area and supports your role							

Rating Criteria	5	4	3	2	1	N/A	Comments/suggestions
Supervisory Skill							
14. Follows a fair and transparent process for hiring, supervising, assigning, and evaluating employees							
15. Values and solicits employee and students perspectives and contributions							
16. Fosters a consistent productive work environment, builds morale, counsels, guides and evaluates subordinates accurately.							
Initiative and Creativity							
17. Independently develops ideas and solutions to problems and follows through to coordinate implementation							
18. Demonstrates initiative and creativity in problem solving activities within realm of responsibility.							
Decision Making							
19. Handles disagreements and conflicts fairly, equitably and in a timely manner.							
20. Makes decisions based upon sound research and appropriate staff input; foresees and evaluates impact of decisions.							
Oral and Written Communications							
21. Provides prompt response/action to queries, requests for assistance and projects/task assigned							
22. Works effectively with subordinates, peers, superiors, other faculty and staff and community as appropriate.							

23. List 2-3 major accomplishments or strengths of this employee

24. List 2-3 areas that you feel this employee needs to strengthen

OTHER INFORMATION

1. Completer Frequency: Direct contact or interactions in a one on one setting or in a meeting with the employee

- Daily (each day)**
- Weekly (1 to 4 times each week)**
- Monthly (1 to 4 times each month)**
- Semester (1 to 4 times each semester)**
- Yearly (1 to 5 times a year)**

2. Please assess the process

- Excellent—like the format and the process
- Good: I liked the format; I liked the process
- Okay: I have nothing to compare it to
- Didn't like neither the format nor the process

3. Things you would change or add

PLEASE NOTE: This form will be used for development purposes only and shall not be placed in the employee's personnel file.