

2007-2008 Group on Faculty Affairs
AAMC Listserve Queries & Responses

Query: Request for evaluation forms for deans

Question from Claudia Adkison, Emory University (cadkison@emory.edu):

I am putting together (rapidly) an evaluation questionnaire for executive associate deans (or vice deans). If you have one, would you kindly share? Thanks very much.

Responses:

From Dona Harris, Mercer (harris_d@mercer.edu):

Here is a copy of mine, and I am attaching it for others. We used this with our dean/associate deans and subsequently left the evaluation of the dean in the hands of the provost and associate deans in the hands of the dean for multiple reasons.

Check one: _____faculty _____staff

**Evaluation of the Dean
MUSM**

Please evaluate the Dean in each of the areas below on a scale of 1-5, where **1 reflects poor performance** and **5 indicates excellence**. If you are **unable to assess** an item, please indicate with “NA”.

MUSM CORE VALUES

Scale of 1-5

- | | |
|--|-------|
| Collaboration | _____ |
| Works well with others and respects each other's contributions | |
| Compassion | _____ |
| Shows empathy and concern for the well being of others | |
| Competence | _____ |
| Demonstrates professional skills | |
| Excellence | _____ |
| Performs at the highest level and exceeds the expectations of those served | |
| Integrity | _____ |
| Unwaveringly adheres to a professional and ethical code of conduct | |
| Respect and Honesty | _____ |
| Personal conduct demonstrates the value of each individual to the organization | |
| Service | _____ |
| Offers talents and skills toward the betterment of our communities | |

Comments:

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**ATTRIBUTES
of 1-5**

Scale

Communication	_____
Creates an environment where information is shared in an open and timely manner	
Continuous Learning	_____
Supports organizational learning through information sharing	
Diversity	_____
Honors individual differences and recognizes their value	
Empowerment	_____
Accepts and promotes personal responsibility for behavior and performance	
Resource Accountability	_____
Manages resources in an efficient and effective manner to create financial viability and growth	

Comments:

**BEHAVIORS
of 1-5**

Scale

Provides sound fiscal management for MUSM	_____
Is responsive to department-level issues	_____
Keeps faculty informed of important developments	_____
Obtains faculty opinion on relevant issues or concerns	_____

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Leads in developing goals, expectations, and priorities	_____
Develops plans and strategies for achieving MUSM's goals	_____
Communicates goals and expectations to departments	_____
Conducts regular, credible reviews of departments	_____
Allocates resources consistent with MUSM's goals/priorities	_____
Arbitrates disputes between faculty and department heads	_____
Assists in recruiting new faculty members	_____
Makes appropriate efforts to retain outstanding faculty	_____
Leads MUSM in developing relationships with MU, MCCG, and MHUMC	_____
Leads MUSM in developing relationships with community and state entities	_____
Facilitates MUSM educational activities	_____
Facilitates MUSM scholarship development	_____
Selects capable administrators	_____
Enhances MUSM's recognition and reputation at local, state, and national levels	_____

Comments:

PERSONAL CHARACTERISTICS

On a **scale of 1-5**, rate the Dean on the following personal characteristics. If you are unable to assess an item, please put a check by **NA**.

Indecisive	1	2	3	4	5	Decisive	_____	NA
Disorganized	1	2	3	4	5	Organized	_____	NA
Remote	1	2	3	4	5	Approachable	_____	NA
Untruthful	1	2	3	4	5	Honest	_____	NA
Unfair	1	2	3	4	5	Fair	_____	NA
Autocratic	1	2	3	4	5	Democratic	_____	NA
Unfeeling	1	2	3	4	5	Caring	_____	NA
Manipulative	1	2	3	4	5	Straightforward	_____	NA
Inconsistent	1	2	3	4	5	Consistent	_____	NA
Ambiguous	1	2	3	4	5	Clear	_____	NA
Insensitive	1	2	3	4	5	Understanding	_____	NA
Opinionated	1	2	3	4	5	Receptive to ideas	_____	NA
Untrustworthy	1	2	3	4	5	Trustworthy	_____	NA
Passive	1	2	3	4	5	Assertive	_____	NA
Erratic	1	2	3	4	5	Predictable	_____	NA
Self-centered	1	2	3	4	5	Institutional centered	_____	NA

Evaluate the overall effectiveness of the Dean's efforts in the following areas:

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(Scale of 1-5 where **1 reflects poor performance** and **5 indicates excellence**.)

Score 1-5

Mission Education Scholarship Clinical Affairs Administration & Finance Community Service

Under the Dean's leadership, list MUSM's major accomplishments over the past two years.

List areas of concern at MUSM that the Dean could address over the next year.

From Nicholas Benson, Brody School of Medicine (bensonni@ecu.edu):

Hi, Claudia. This is the evaluation form we use at the Brody School of Medicine for our associate deans. It is not a questionnaire per se. And, it assumes that goals for the person were developed early in the academic year. I stole liberally from other med schools when I developed it a few years ago.....nick

ANNUAL ADMINISTRATIVE EVALUATION: 2007 - 2008
BRODY SCHOOL OF MEDICINE
EAST CAROLINA UNIVERSITY

Administrator's Name:

Administrator's Title:

Part I: Evaluation of competencies/how this administrator achieves results.

Competency	Comments
Strategic Leadership/Vision Able to influence and enable others to achieve a specific mission; focus on strategic initiatives; provides clear sense of direction and sets priorities effectively	

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<p>Business and Organization</p> <p>Knowledge Solid knowledge of School of Medicine business and organization as well as academic and health care industry; ability to identify and learn new information</p>	
<p>Decision Making</p> <p>Acts on and makes timely decisions with business direction; delegates decision-making authority to level with capability and information closest to the customer</p>	
<p>Customer/Client Service</p> <p>Ability to anticipate and meet customer needs in a timely manner; delivers excellent customer service</p>	
<p>Teamwork</p> <p>Builds strong teams; works effectively with others to problem-solve and achieve goals</p>	
<p>Resource Management</p> <p>Improves quality of service and productivity; Identifies talents and abilities effectively</p>	
<p>Adaptability</p> <p>Ability to be flexible and adapt to change; able to bring about change when needed</p>	

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Accountability Demonstrates commitment; is trustworthy and establishes credibility	

Part II: Summary of achievements and results for the year

Describe specific goals that were met or not met and results achieved.

Performance Goal/Task	Results Achieved

Supervisor's Comments

For any additional comments important in describing the administrator's performance and contributions, including both positive and adverse factors impacting performance.

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Approved and Submitted by: _____ Date:

Administrator's Signature: _____ Date:

(does not necessarily imply concurrence)