

## Unit Head Evaluation Survey-2010-2011 - Library &amp; Learning Resources

[Exit this survey](#)**1. Instruction**

Please rate your unit head Susan Murata's performance of the duties and responsibilities listed below. Your responses will remain confidential.

Please using the following scales in your rating:

0 = Does not apply, don't know or not sure, or no comment

1 = Very ineffectively

2 = Somewhat ineffectively

3 = Effectively

4 = Very effectively

**1. Please rate the following statements:**

0            1            2            3            4

1. Coordinates personnel processes such as leaves training requests and travel requests.
2. Resolves or reduces conflicts.
3. Encourages personal and professional growth.
4. Promotes communication and collaboration among staff in the department.
5. Develops, carries out, monitors, and assesses the department's/unit's tactical plan, adjusting the plan as necessary.
6. Identifies budget priorities based on the department's/unit's tactical plan.
7. Prepares monitors and adjusts department/unit budget.
8. Coordinates department inventory of equipment.
10. Makes decisions that are logical and timely.
11. Is willing to explain administrative decisions.
12. Communicates timely and accurate information about campus activities.
13. Responds promptly to inquiries and requests.
14. Advocates for the department and its faculty and staff.
15. Encourages participation in governance or other campus-wide activities.
16. Considers divergent viewpoints and demonstrates flexibility when it is warranted.
17. Assists in establishing and maintaining a positive working relationship among faculty, staff, and administrators within the campus structure.
18. Assists in identifying and resolving departmental concerns and conflicts.
19. Communicates with others before making decisions that affect them.

**2. Rate the unit head's overall performance:**

0 Poor

1 Fair

2 Good

3 Very Good

4 Excellent

**3. What are the unit head's major strengths?****4. What changes if any do you suggest to the unit head?**

**5. Additional comments related to your responses to the above duties and responsibilities.**

Done