

(OPTIONAL SUBMISSION PART C)

SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE  
COMPREHENSIVE ADMINISTRATOR EVALUATION FORM  
BY IMMEDIATE FUNCTIONAL UNIT STAFF

Administrator \_\_\_\_\_

Position \_\_\_\_\_

Functional Unit \_\_\_\_\_

Staff Evaluator \_\_\_\_\_

Evaluation Period: From: \_\_\_\_\_ To: \_\_\_\_\_

The College promotes high professional standards among its administrators. This performance evaluation is designed to improve the overall operation of the organization and to assist the administrator in the growth and development of professional abilities. Please take the time to evaluate this administrator by completing the evaluation. Please be thoughtful and candid in your responses. Use the comments section to expand on your evaluation as needed.

Using the following scale, please rate each item for the administrator.

- A = strongly agree
- B = agree
- C = disagree
- D = strongly disagree
- E = no opinion or not applicable

In the areas of Administrative Skills, Planning, and Organization, this administrator:	Rating
1. Develops achievable objectives and goals consistent with the goals and mission of the college and the district.	
2. Plans work and implements the plan to move toward a defined vision.	
3. Make efficient use of resources.	
4. Is organized.	
5. Works effectively under pressure.	
6. Schedules and conducts effective meetings.	

Comments:

<b>In the area of Leadership, this administrator:</b>	<b>Rating</b>
7. Inspires confidence, respect, enthusiasm, and cooperation.	
8. Performs duties and responsibilities with integrity and high professional standards.	
9. Uses sound judgment and makes good decisions.	
10. Supports and facilitates the District's commitment to diversity and cultural richness.	

Comments:

<b>In the area of Teamwork and Supervisory Skills, the administrator:</b>	<b>Rating:</b>
11. Develops objectives and goals in a collaborative process.	
12. Works with all parties, with respect and consideration, to resolve disputes or conflicts in a 'win-win' fashion whenever possible.	
13. Encourages faculty, staff and students to excel; provides opportunities for staff development.	
14. Supports a multicultural environment.	
15. Welcomes different opinions and ideas and considers them during decision making processes.	
16. Effectively supervises the work and the faculty and staff who perform the work.	

Comments:

<b>In the area of Knowledge, Experience, and Communication Skills, the administrator:</b>	<b>Rating:</b>
17. Communicates clearly orally and in writing.	
18. Is sensitive to different styles of communication	
19. Listens well and considers a diversity of opinions.	
20. Has general knowledge of all areas supervised.	
21. Understands the College and District visions and integrates those in their plan.	

Comments:

<b>Overall:</b>	<b>Rating:</b>
22. This administrator's performance meets the expectations of the job.	

Comments:

What areas in this administrator's job performance are noteworthy?

What specific suggestions would you have for improvement for this administrator?

What additional comments or examples can you provide that are relevant to the administrator's job performance?