

NKU Administrator Survey Evaluations and Reporting Parameters

Evaluation Parameters

1. The evaluation surveys will be conducted in the spring of every year.
2. All full-time staff are eligible to participate in the evaluation.
3. The President's Cabinet* and the President will be surveyed every year.
4. Staff will only evaluate an administrator once in a survey cycle (i.e., staff who attempt to evaluate the same administrator several times are blocked by the system.) Staff will have the flexibility to evaluate different administrators at different times within the survey period.
5. The electronic evaluation and reporting URLs will be located on the Staff Congress website & sent via email to staff.

*Exceptions & conditions may apply to current year.

Reporting Parameters

1. Final reports are downloadable files and will remain available electronically for approximately 1 year. Hard copies will be maintained in the Staff Congress office.
2. Administrators will be able to access their own survey evaluations
3. The Staff Congress President will be responsible for distributing in person a copy of the President's evaluation to the Chair of the Board of Regents for appropriate dissemination to the Board as a whole.

Staff Congress
Voted and approved
02/22/2022

Staff Evaluation of Administrators

Evaluating:

Frequency of contact with Administrator or unit over the past year

Leadership: Maintains morale; exhibits integrity; generates and supports new ideas; offers vision; builds trust; builds and maintains external support; responds to staff and faculty concerns; chooses competent subordinates; is visible and accessible, is credible.

Management: Has plans for accomplishing long and short-term goals; includes others in planning and alternatives; delegates authority, finds means to implement programs; coordinates groups to accomplish tasks; evaluates performance; obtains/distributes resources to further personnel development.

Communication: Clearly articulates goals/programs of NKU and/or college; is willing to disseminate pertinent information; uses appropriate channels to convey information on a timely basis; is willing to engage in open dialogue with staff, faculty, and administrators; is aware of staff and faculty attitudes and problems.

Personal Relations: Shows respect for students, faculty, staff, and other administrators; seems genuinely concerned with the needs of others; shows consideration for other's time and effort; profits from well-founded criticism; facilitates other development; provides encouragement and recognition as well as constructive criticism; avoids intimidation.

Fairness: Avoids preferential treatment of individuals, departments or colleges; honors commitments and agreements; informs promptly those affected by decisions; candidly explains the reasoning behind decisions; is compassionate; provides an opportunity for appeal.