

24. Demonstrates fairness in scheduling off-time/reassigned times for staff and faculty
25. Demonstrates fairness in course scheduling given program delivery needs

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|-----|------------------|---|
| A - | Very Effective | Almost always demonstrates behavior |
| B - | Effective | Usually demonstrates behavior |
| C - | Ineffective | Usually does not demonstrate behavior |
| D - | Very Ineffective | Almost never demonstrates behavior |
| E - | No Opinion | Insufficient observations to evaluate behavior/not applicable |

FACULTY /STAFF PERFORMANCE EVALUATION

26. Demonstrates the ability to set specific standards of performance and communicates them in clear understandable terms
27. Objectively and accurately appraises the strengths and areas of improvement of faculty and chairs
28. Gives developmental feedback (information that is useful to an individual's growth and learning) on a timely basis
29. Follows university guidelines for annual reviews
30. Sets realistic, clear, and specific performance goals
31. Assigns reasonable level of responsibility
32. Overall effectiveness in performance evaluation

STUDENT RELATIONS

33. Follows appropriate protocol addressing student complaints
34. Directs University policy for student advisement
35. Supports students in institutional activities
36. Overall effectiveness in student relations

COMMUNICATIONS

37. Genuinely listens to others
38. Actively responds to others' ideas and suggestions
39. Replies to faculty/staff requests in a timely manner
40. Serves as advocate for the School
41. Works on improving and maintaining a positive image for the School
42. Keeps the School apprised of institutional and professional issues
43. Effectively markets the School and programs
44. Overall effectiveness in communications

BUDGET AND RESOURCES

45. Redirects monetary resources as needed
46. Submits and acts on requests for reimbursements in a timely manner
47. Allocates and monitors the School's budgeted resources in an equitable manner
48. Facilitates opportunities for external/outside funding
49. Demonstrates good fiscal responsibility
50. Overall effectiveness in budgeting and resource allocation

PROFESSIONAL DEVELOPMENT

51. Encourages faculty and staff to assume leadership roles when appropriate
52. Supports faculty and staff participation in institutional and professional activities
53. Supports service projects for faculty and staff
54. Supports travel to participate in professional meetings
55. Supports professional development efforts of faculty and staff
56. Supports faculty scholarship and/or creative activities
57. Overall effectiveness in professional development

OVERALL EFFECTIVENESS

58. Overall effectiveness of the Dean of the School.

Comment