Confidential Administrator Performance Feedback Form – v1
(to replace FSH 3320: Form 2)

1. Your first and last name (optional):

2. Your email address (optional):

3. You are:
   - student
   - staff
   - faculty
   - in an administrative role as either faculty or staff
   - a stakeholder, alumni, and/or friend of the university/college or unit

4. Where are you located
   - on the Moscow campus
   - off the Moscow campus
   - in the community, state and/or other location (non-university employee)

5. College or Unit of the administrator being reviewed by you.
   [DROPDOWN]

6. Name of administrator being reviewed by you:
   [DROPDOWN]

7. Your V-number (for U-Idaho Employees) or your organization (for non-university reviewers).
   (This information will be used only to verify that it is appropriate for you to review the selected administrator. Once verified this information will be removed from the feedback. You may also fill out the form with or without submitting a V# but the feedback would not included as part of an administrator’s official record.)

8. Please select only one to indicate the frequency of your interactions with this administrator
   - daily or almost daily
   - once/twice a week
   - once/twice a month
   - occasionally, every few months
   - rarely or never, once/twice a year or less

9. Type of administrator review
   - Periodic review
   - Annual performance, upward feedback

10. LEADERSHIP
    - Frames and promotes a shared vision
    - Demonstrates a commitment to education
    - Supports scholarship activity
    - Advocates for students, faculty and staff
    - Respectful of colleagues and subordinates
    - Proactive
    - Balances short and long term goals
    - Thinks both globally and locally
    - Involves others
    - Acts with integrity
    - Utilizes the strengths of others

   [strongly agree] [agree] [disagree] [strongly disagree] [N/A]
• Has credibility  
  (internally and externally)  
• Challenges and inspires others

11. MANAGEMENT  
• Serves as a mentor for administrators, faculty, and staff  
• Supports continuous improvement of university programs and services  
• Delegates effectively  
• Demonstrates effective problem solving skills  
• Manages and accounts for the budget  
• Effective management of human resources  
• Encourages personal and professional development  
• Appropriately decisive  
• Proactive  
• Provides support for those seeking Promotion and Tenure  
• Follows through on decisions and actions  
• Understands, accurately applies, enforces and promotes compliance with policies, and procedures  
• Effective use of meetings

12. COMMUNICATION  
• Develops and maintains lines of open, honest communication with colleagues, staff, students, and others  
• Communicates effectively in speaking and writing  
• Actively listens to others’ suggestions, ideas, and beliefs  
• Maintains objectivity and demonstrates effective conflict resolution skills  
• Responds well to constructive feedback  
• Provides information in a timely fashion  
• Creates and promotes strong working relationships inside the organization  
• Creates and promotes strong working relationships outside the organization

13. GENERAL  
• Possesses the knowledge, skills, and understanding to carry out the responsibilities of the position  
• Possesses good knowledge of university resources to make appropriate referrals  
• Operates efficiently and effectively  
• Responds to people and/or completes projects in a timely manner  
• Consistently displays awareness of and
14. STRATEGIC ACTION

- Promotes teaching and learning
- Promotes scholarly and creative activity
- Promotes outreach and engagement
- Develops a healthy culture and climate
- Encourages diversity
- Engages constituents
- Effective in fundraising
- Effective in recruiting and retaining new faculty, staff and students

15. Areas from questions 10-14 above or other examples in which this administrator is especially accomplished:

16. Areas from questions 10-14 above or other examples in which this administrator may seek improvement (suggestions for improvement):

17. Additional Comments: