

International Christian Institute & Linguistics School



Administrative Faculty Evaluation



Name of Administrator: _____

Position of Administrator: _____

1. **Planning:** Determines needs, establishes written goals and objectives, as well as a plan for meeting these goals and objectives; involves others in planning activities.

Rating: _____

(1 = Unsatisfactory, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent)

Comments:

2. **Organizing:** Organizes schedules and time commitments so that work is accomplished in an accurate and timely manner; involves faculty and staff in establishing schedules and routines.

Rating: _____

(1 = Unsatisfactory, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent)

Comments:

3. **Staffing:** Supervises the work of assigned faculty/staff to ensure it is completed in an effective and timely manner, utilizes effectively the talents and skills of faculty and staff, provides training as needed; involves faculty and staff in decision-making.

Rating: _____

(1 = Unsatisfactory, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent)

Comments:

4. Leadership: Involves faculty/staff in establishing and meeting goals and objectives, encourages professional development, motivates faculty/staff to work enthusiastically and to the best of their abilities.

Rating: _____

(1 = Unsatisfactory, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent)

Comments:

General Comments:

Director's Signature _____ Date: _____

Comments by person being evaluated:

This statement has been reviewed. (Signature does not necessarily indicate agreement.)

Administrative Faculty: _____ Date: _____

(signature)