



**Jackson State University
Jackson, Mississippi**

Annual Upward Performance Evaluation Process

Vice President/Director/Dean/Department Manager
Name: _____

Instructions:

1. Please rate your Vice President, Director, Dean, or Department Manager (*if they are your immediate Supervisor*) on the Leadership Competencies listed below.
2. Do not write your name on the evaluation form. Feedback from this form is kept confidential and anonymous. Vice Presidents and Directors will use combined feedback from the Upward Performance Evaluation Forms to conduct Performance Evaluation for their direct reports.
3. Please return form to _____ in a sealed envelope marked "Confidential."

1 - Poor 2 - Fair 3 - Good 4 - Excellent N - Not Observed

LEADERSHIP ABILITY

	1	2	3	4	N
Provides leadership in developing, communicating, and implementing					
Inspires others to do their best.					
Delegates authority and responsibility appropriately.					
Builds teamwork among colleagues and subordinates.					
Provides sound fiscal management.					
Keeps current regarding trends and issues in higher education.					
Contributes to developing and enhancing the academic quality of the university.					

Comments:

DECISION MAKING AND PROBLEM SOLVING

	1	2	3	4	N
Consults with appropriate individuals before making decisions.					
Gathers information needed for sound decision-making					
Considers alternative solutions to problems before making a decision.					
Makes sound decisions in a timely manner.					

Comments:**CONCERN FOR FACULTY AND STAFF**

	1	2	3	4	N
Recognizes and awards accomplishments of outstanding faculty and staff.					
Creates a climate of respect and high morale.					
Facilitates employees' professional development.					
Listens carefully and asks questions when needed.					
Is accessible to faculty and staff.					
Responds to issues of concern to faculty.					

Comments:**CONCERN FOR STUDENTS**

	1	2	3	4	N
Communicates well with students.					
Promotes an environment which nourishes individual student growth and achievement.					
Assists faculty and staff in developing student leaders.					
Puts students first and wants student to succeed.					

Comments:**MANAGEMENT**

	1	2	3	4	N
Assigns work effectively and fairly.					
Arranges/manages resources as to facilitate the accomplishment of work.					
Sets priorities for action.					
Communicates performance expectations clearly.					
Provides feedback to subordinates.					
Effectively recruits and selects appropriately qualified staff.					
Provides for meaningful staff orientation and professional development.					
Evaluates staff effectively and fairly.					

Comments:**EXTERNAL RELATIONS**

	1	2	3	4	N
Portrays a progressive and professional image of the university.					
Relates to and communicates with the external community.					

Is accessible to and involved with the community.					
Encourages partnerships with the community, business, industry, and other educational institutions.					
Is politically astute.					
Exhibits good media presence.					

Comments:

FISCAL LEADERSHIP

	1	2	3	4	N
Works to increase state appropriations for the university.					
Works with businesses, corporations, and individuals to create new revenue sources for the university.					
Works to increase funds generated by external grants and contracts.					
Supports the development of ideas into fundable opportunities.					

Comments:

OVERALL PERFORMANCE AND EFFECTIVENESS

	1	2	3	4	N
Overall, rate the performance and effectiveness.					

PLEASE COMMENT ON ANY ASPECT OF PERFORMANCE AND EFFECTIVENESS: