


## MEMORANDUM

**DATE:** January 29, 2021

**TO:** Deans and University Administrators

**FROM:** Andrea Romero, Vice Provost for Faculty Affairs 

**SUBJECT:** **UPDATED** Administrator Annual Review Survey and Guidelines

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I am writing to let you know that we have updated the **administrator annual review survey**, and it is ready for your use. Please use this survey going forward; if the previous survey was already implemented for your annual review there is no need to redo survey collection. It is fine to complete the process using the information from the previous survey. General information and resources for our administrator annual review process can be found **here**.

The current survey model is a 360 degree survey template that aims to generate feedback on the *same survey items* from the people you interact with on a regular basis, including your direct reports (faculty and staff), a subset of your peers, and your supervisor. It also includes a self-reflection, completed by you, on the same items. I note that the survey may also be completed by community members; however, this is not required unless outreach is a key regular component of the administrator's job description.

The updated administrator annual review survey for UArizona Administrators is available within the University-wide Qualtrics Library. **Instructions on how to copy the survey can be found here**. It takes approximately 10 minutes to complete. The results of the survey should be provided in a table that allows for comparison of scoring across all groups of stakeholders. The instructions for creating this table using the cross-tabs feature in Qualtrics can be found **here**.

As a reminder, and per UHAP Chapter 5.2, "Each administrator's performance will be evaluated in writing on a scheduled basis at least once every 12 months" by their immediate supervisor with respect to their leadership in building trust, fostering collaborations, maximizing resources, achieving results and instilling inclusive excellence. ***The administrator review survey should be used by all administrators as part of annual review process.***

The annual review process for administrators is designed to provide a coaching opportunity per the career conversation process. I am pleased to provide this updated administrator annual review survey tool to facilitate obtaining and organizing input for administrators.