

Figure 2A.8 Vice Chancellor & Officers for Development and University Relations: Evaluation Form for Faculty

[to prepare form: delete procedures, fill in officers' names, and print as computer scorable bubble sheet]

Procedures: Every two years (in spring of even-numbered years), this form is used by faculty to evaluate the Vice Chancellor for Development and University Relations and officers reporting to the Vice Chancellor. Forms are distributed by the *Faculty and Institutional Affairs Committee of the Faculty Senate*, which prepares an evaluation report: a tabulation of data from this form and a typed transcript of comments. The Chair of the Faculty Senate presents appropriate sections of the report to each person evaluated and an overall report to the Chancellor and the Chair of the Board of Trustees. When the process is complete, the Chair of the Faculty Senate makes a brief report to the Faculty Senate. The forms and comments are held in confidence by the Executive Committee, retained by the Senate Chair for one semester, and then destroyed.

Instructions: Evaluate each officer's performance in each category by marking, in pencil, the appropriate circle (strongly agree, agree, neutral, disagree, strongly disagree) If you cannot evaluate an item, leave it blank. Comments for each section may be written on this form or on extra pages.

SA A N D SD

Vice Chancellor for Development and University Relations

The Vice Chancellor is responsible for the areas listed below in questions 1-5

1. the Vice Chancellor effectively plans implements resource development for the University
2. the Vice Chancellor effectively manages the UNCP Foundation and Endowment
3. the Vice Chancellor effectively coordinates efforts with the Alumni Office & Annual Fund
4. the Vice Chancellor effectively coordinates efforts with the University Relations Office
5. the Vice Chancellor communicates and cooperates well with faculty
6. the offices and programs under this administrator's leadership are functioning well

Director of the Office of Alumni Relations and Annual Fund

The Director plans, coordinates, and implements programs for alumni involvement.

1. the administrator performs his or her responsibilities effectively
2. the administrator communicates and cooperates well with faculty
3. the administrator communicates and cooperates well with students
4. the offices and programs under this administrator's leadership are functioning well

Director of the Office of Development

The Director develops and manages the resource development program and cooperates with departments and offices in obtaining financial support for their programs.

1. the administrator performs his or her responsibilities effectively
2. the administrator communicates and cooperates well with faculty
3. the administrator communicates and cooperates well with students
4. the offices and programs under this administrator's leadership are functioning well

Director of the Office of University Relations

The Director is responsible for internal and external communication, promotion, and media coverage.

1. the administrator performs his or her responsibilities effectively
2. the administrator communicates and cooperates well with faculty
3. the administrator communicates and cooperates well with students
4. the offices and programs under this administrator's leadership are functioning well

Director of the Office of Telecommunications and WNCP-TV

1. the administrator performs his or her responsibilities effectively
2. the administrator communicates and cooperates well with faculty
3. the administrator communicates and cooperates well with students
4. the offices and programs under this administrator's leadership are functioning well

Comments: special strengths and suggestions for improvement for any of the officers rated above