

April 18, 2017

Dear Colleagues,

The material for the 2016-2017 academic year evaluations of academic administrators is enclosed.

Each dean/chair, the Provost, and the President will receive summary statistics of his/her respective ratings. Your written or typed comments will be sent directly to the administrator. You may write or print comments on the back of the sheet with the evaluation items for the respective administrator. If you prefer to put them into an envelope with the administrator's code written on the outside, the sealed envelope will be sent directly to the administrator. The summary statistics of the ratings for each administrator will also be sent to the person who completes the formal annual evaluation for each office (i.e., deans/chairs to the Provost; Provost to the President; President to the Board of Trustees chair). In addition, the summary statistics for each administrator will be sent to the Provost's office, as well

This packet should contain the following items:

- Sheets with the evaluation items for chairs/deans, Provost, and President.
- Three answer sheets for an optical scanner—Use a #2 black lead pencil to mark these forms following the instructions at the end of this letter. (If you are a dean or chair, your packet will include only forms for evaluating the Provost and President.)

Use the following codes to identify the administrator. Directions for the “op scan” forms are below this table.

<u>CODE</u>	<u>TITLE</u>	<u>NAME</u>
01	Chair, Biology	Dr. Ann M. Stoeckmann
02	Chair, Chemistry	Dr. LeRoy “Pete” Peterson
03	Chair, English, Modern Languages and Philosophy	Dr. Christopher D. Johnson
04	Chair, Fine Arts	Mr. D. Keith Best
05	Chair, History	Dr. Scott Kaufman
06	Chair, Mass Communication	Mr. Timothy L. Hanson
07	Chair, Mathematics	Dr. Thomas L. Fitzkee
08	Dean, Health Sciences	Dr. Ruth Wittmann-Price
09	Chair, Physics	Dr. Derek Jokisch
10	Chair, Political Science and Geography	Dr. David R. White
11	Chair, Psychology	Dr. Will Wattles
12	Chair, Sociology	Dr. Lisa Eargle
13	Dean, Business	Dr. Hari Rajagopalan
14	Dean, Education	Dr. Shirley Bausmith
15	Dean, Library	Ms. Joyce Durant
16	Provost	Dr. Peter King
17	President	Dr. Luther F. Carter

1. DO NOT put your name on the answer sheet or your comments.
2. Darken the circles, 1 and 7, under “YR”.
3. Place the code for the administrator on the answer sheet in the area marked “IDENTIFICATION NUMBER” and darken the appropriate circles. **Use Columns A-B rather than I-J.**
4. Darken the circle on the NCS Answer Sheet that corresponds to your choice for a given item on the rating sheet. **Do not use Column A, which corresponds to 0.** (If you are “unsure,” or feel you have inadequate information to rate an item, please darken the circle for “6” or “I choose not to rate this item.”)
5. Place the appropriate administrator code on the comment sheet(s).
6. Please return the op scan forms and comments to Rebecca Flannagan, Department of English, by **May 22, 2017.**

I hope you participate in the evaluation process; however, **if you decide not to, please return these materials so they can be used next year.** If you have questions, please contact me at ext. 1516.

Sincerely,

Rebecca Flannagan