

PRIORITY -- IMPORTANT

MEMORANDUM

Date: November 7, 2005

To: All College of Nursing Faculty

From: Kathleen Ann Long, Dean

Re: Annual Evaluation of College Administrators / Dean

Based on faculty input regarding the process, the evaluation of College of Nursing administrators by faculty members occurs every two years. Such evaluation is due for the year 2005. Thus, I am seeking your confidential input so that I can provide guidance to College administrators regarding their performance and role development. I am also requesting that you provide assessment of my performance in the dean's role. This assessment will be sent directly to Ms. Edra Ijames, Administrative Assistant, Office of Sr. VP for Health Affairs.

Download two forms from the S-drive: 1) **NursingForms\Evaluation of Administrators** and 2) **NursingForms\Evaluation of Dean**. One is for use with all College administrators *except* the dean (i.e., associate deans, department chairs, campus director) and one is for the dean only. Complete the forms electronically and print them out. Please provide input on all administrators for whom you have relevant data. **At a minimum, please evaluate the dean, your own department chair, and if you are on the Jacksonville Urban Campus, your campus director.**

The dean's administrative assistant will provide envelopes to return the evaluation forms. Enclose the evaluation forms in the white envelopes provided, then seal. Insert the white envelopes into the brown envelopes and sign the back of the brown envelopes. Your signature insures that the evaluation form is from a College of Nursing faculty member. Return the envelopes as indicated. The brown envelopes with identifying data will be removed before the white envelopes are opened.

The dean's administrative assistant will summarize the quantitative data and type the qualitative data verbatim for evaluations of the associate deans, department chairs and campus director. The dean and each of these administrators will receive evaluation feedback in the form of grouped data and typed comments only, thus insuring anonymity of respondents. Raw data is not shared with any administrator.

Please return evaluations of the dean to Ms. Edra Ijames, Administrative Assistant, Office of Sr. VP for Health Affairs, in the envelopes provided using the same process as above. The Senior Vice President's staff will manage the raw data in keeping with the University rule regarding deans' evaluations. The report returned to the dean will insure anonymity of respondents.

Thank you for assisting me in this important work. Please provide your responses to Ms. Brenda Stevens and to Ms. Edra Ijames **by December 6, 2005.**

Attachments via Share Drive.

cc: Janie Fouke, Provost
Douglas Barrett, Sr. Vice President for Health Affairs