IFAS Internal Management Memoranda

Assessment of Executive Associate VP and Support Unit Directors

The following are responsibilities and expectations of individuals in these positions:

	Responsibility	Assessment
1.	Provides vision and progressive leadership in planning, developing, and implementing unit programs	
2.	Demonstrates leadership in recruiting and also in fostering growth and professional development of faculty and staff	
3.	Administers unit's human and financial resources wisely	
4.	Demonstrates effective use of advisory committees	
5.	Assigns responsibilities to staff, and evaluates their performance, and resolves performance and behavioral issues effectively and timely	
6.	Represents unit's interests with administrators, other departments and units, outside agencies, state and federal agencies, partners and collaborators, and appropriate individuals and groups	
7.	Collaborates with the Senior Vice President, Deans, Associates Deans, other IFAS Chairs and Research and Education Center Directors, and other administrators in providing leadership for delivering services to meet the needs of faculty and staff	
8.	Demonstrates effective administrative leadership and managerial skills in defining organizational objectives; developing strategic approaches to planning, managing human, fiscal, and physical resources; generating and managing grant funds in support of IFAS programs	
9.	Listens effectively, communicates, and represents the unit with administrators, agencies, industry, and on- and off-campus interest groups	
10.	Demonstrates commitment to continued personal professional development for self and staff	
11.	Demonstrates strong support and understanding of the mission of a land-grant university	
12.	Promotes a diverse workforce and equal employment opportunities	

Overall Assessment (Circle Rating)

Outstanding Unacceptable
10 9 8 7 6 5 4 3 2 1

The unit leader should____ should not_____ be reappointed.