

## Evaluation of Academic Administrators – Report Template

1. Introduction
  - a. A brief history of the department and discussion about advancements made in achieving school/department goals in education, research, and service.
  - b. Vision and Mission
  - c. Core Values
  - d. Support of Institution mission and goals
2. Mission areas (In this section, you will elaborate on the contributions/advancements made)
  - Clinical
    - Org chart for the clinical domain
    - A brief overview of clinical strategies and accomplishments
    - Clinical growth
    - Professional fees (net collections) trend graph across the last 6-7 years
    - Revenue chart for the last six years
    - Other relevant information
  - Research
    - Discuss research contributions, progress made, and any labs directed by your faculty
    - Discuss faculty scholarly contributions (if available)
    - Include funding data/research expenditures (last six years) (government, foundation, industry, etc.)
    - Other relevant information
  - Education
    - Org chart for Education domain
    - Residency Program
    - Fellowship Program
    - Medical Student Education
    - Other relevant information
3. Leadership and Management
  - a. Departmental Org chart
    - i. Discuss leadership roles and expectations
  - b. Faculty
    - i. Table by division or department for the last six years
    - ii. Table by gender
    - iii. Faculty recruitment and retention (address efforts for support of diversity and balance )
    - iv. Promotion and Tenure of faculty ( by numbers)
    - v. Any other relevant data
4. Faculty development initiatives
5. Local/State/National reputation of the department
  - a. Address specific contributions of chair and faculty
6. Communication with faculty, staff, and students
  - a. Address any specific communication strategy or plan in place

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7. Strength, Weakness, Opportunity, and Threat (SWOT) statement
8. Other
  - a. Stewardship of resources
  - b. Promotion of a collegial and professional environment
  - c. Promotion and demonstration of university values
9. Future Goals
10. Other
  - a. Endowments
  - b. Promotion and Demonstration of University Values
  - c. Employee Awards and Recognition
11. Summary and Conclusion
12. Appendix