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
     o Org chart for the clinical domain
     o A brief overview of clinical strategies and accomplishments
     o Clinical growth
     o Professional fees (net collections) trend graph across the last 6-7 years
     o Revenue chart for the last six years
     o Other relevant information
   • Research
     o Discuss research contributions, progress made, and any labs directed by your faculty
     o Discuss faculty scholarly contributions (if available)
     o Include funding data/research expenditures (last six years) (government, foundation, industry, etc.)
     o Other relevant information
   • Education
     o Org chart for Education domain
     o Residency Program
     o Fellowship Program
     o Medical Student Education
     o 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