

Administration Assessment Survey

360 Administrator Survey Categories

Leadership

Provides vision and direction in a positive environment that encourages innovation and creativity in staff and faculty; inspires confidence in others to achieve excellence; supports faculty and staff to work collegially and effectively to accomplish goals, missions, and projects for the benefit of the students of Hawai'i Community College.

Relations with Others

Establishes and maintains positive and supportive working relationships with colleagues within the University of Hawai'i System, legislature, Board of Regents, and other relevant agencies which demonstrably has a positive impact on the program/college/campus; identifies and supports staff development and career-paths for subordinates to improve and become more successful in their area of assignment; and is clearly a team player.

Planning

Forecasts, anticipates and projects future directions such that the campus/college/program is poised to effectively respond and take advantage or prepare for such identified tasks; identifies short-term and long-term needs and plans for them; monitors progress toward planned objectives and takes appropriate actions, as needed.

Decisiveness

Recognizes when immediate decisions are required to ensure the accomplishment of goals, objectives, and missions; withholds decision-making as appropriate; understands the impact of decisions made; is willing to take risks and embark on new and innovative directions as the result of decisions made; when a decision is required, recognizes the operational interrelationships and impact of the decision; and acts effectively and expeditiously.

Problem Solving

Anticipates and identifies issues, concerns, and problems that may affect academic and/or administrative programs or areas of responsibility; guides and/or participates in analytical processes which ensure all relevant facts, issues, and concerns are addressed; uses creativity and initiative to “problem solve” with the best interests of Hawai'i Community College fully considered .

Organizational Abilities

Plans for, schedules, and controls work of others effectively and efficiently; uses resources in an optimal fashion; deals effectively with heavy workload demands.

Equal Employment Opportunity/ Affirmative Action

Demonstrates commitment and leadership in advancing and supporting the equal employment opportunity and affirmative action programs of the college/campus or program; provides opportunities for the development and mentoring of women, minorities, persons with disabilities and veterans.

Safety

Displays regard for safety issues to ensure the safety of persons, programs, and facilities under their purview. Is cognizant of safety concerns/issues and develops appropriate preventative measures and takes decisive and appropriate action.

Brief Job Descriptions for Administration Team

1. Chancellor

- The Chancellor is the top official position that is available in a college. This person is responsible for the entire faculty and student body as well as the financial health and well-being of the school. A college chancellor oversees all programs run by the college. A chancellor acts as the chief executive officer in the college he or she works for.

2. Vice Chancellor – Academic Affairs

- The Vice Chancellor for Academic Affairs advises and assists the Chancellor and provides leadership to the academic and academic-related units of the university. The VCAA develops and plans institutional and academic programs, budgeting and resource allocation; monitors personnel actions and transactions; and participates in academic personnel policy development and negotiation.

3. Vice Chancellor – Administrative Affairs

- The Vice Chancellor for Administrative Affairs serves the chief administrative officer to the Chancellor and provides operational management and non-academic affairs program management in administrative affairs such as planning, budget, fiscal, human resources, and environmental safety and health. The Vice Chancellor oversees the development and management of the college's operating and capital improvements budget, physical plant operations, capital construction, and campus security.

4. Vice Chancellor – Student Affairs

- The Vice Chancellor provides direct supervision and leadership development for the following units: admissions, records and registration, financial aid, academic advising, counseling and testing, international students, student activities, placement and career services, and federal programs. In addition, the Vice Chancellor also is responsible for coordinating legal issues relating to student higher education issues; campus communication and collaboration with internal constituencies - faculty, staff, and other administrative colleagues; communication and collaboration with external constituencies - business and community organizations; and budget.

5. Dean – Career & Technical Education

- Under the direction of the Vice Chancellor for Academic Affairs, the Dean provides administrative supervision and oversight for Career and Technical Education instructional programs. The Dean provides direction and supervision to staff and faculty including: prioritizing and assigning work; ensuring faculty are properly prepared and trained; and conducts performance evaluations of all CTE faculty. The Dean is also responsible for responding to CTE student concerns and inquiries, consulting with Vice Chancellor for Academic Affairs when necessary.

6. Dean – Liberal Arts and Public Services

- Under the direction of the Vice Chancellor for Academic Affairs, the Dean provides administrative supervision and oversight for all Liberal Arts and Public Service instructional programs. The Dean provides direction and supervision to staff and faculty including: prioritizing and assigning work; ensuring faculty are properly prepared and trained; and conducts performance evaluations of all Liberal Arts faculty. The Dean is also responsible for responding to Liberal Arts student concerns and inquiries, consulting with Vice Chancellor for Academic Affairs when necessary.

7. Director of Continuing Education and Training

- The director provides college-wide leadership for continuing education and coordinates continuing education activities across the college. The director will work with the faculty and other areas of the college to ensure the quality of credit and not-for-credit continuing education programs.

8. Director of University of Hawai‘i Center – West Hawai‘i

- The Director is responsible for developing and delivering global online degrees, with approximately 10,000 course enrollments per year, while also leading a small campus-based Bachelor’s Degree program of approximately 80 students. The Director is the head administrator for the University of Hawai‘i Center – West Hawai‘i and works the Chancellor to ensure policies and procedures of the college are fulfilled.

9. Equal Employment Opportunity/Affirmative Action Coordinator

- The EEO Coordinator develops and administers the affirmative action plan/program for college under the authority of the Chancellor. The EEO Coordinator works to identify and resolve problems related to EEO/AA initiatives and processes including but not limited to the hiring of new college personnel.

Please use the eight categories on page one and the job descriptions on page two and three as a guide in answering the following questions but do not feel you need to be confined to just those areas of management leadership and positions. In the spirit of *Kauhale* and *Aloha*, please do not share *ad hominem* attacks* on individual administrators or use this Assessment Survey to air personal grievances.

1. What areas do you think are the Administration team’s **three greatest strengths**?
2. What areas do you think are the Administration team’s **three areas needing improvement**?

* Definition of *AD HOMINEM* via *Random House Dictionary*
1. Appealing to one’s prejudices, emotions, or special interests rather than to one’s intellect or reason.
2. Attacking an opponent’s character rather than answering the argument.