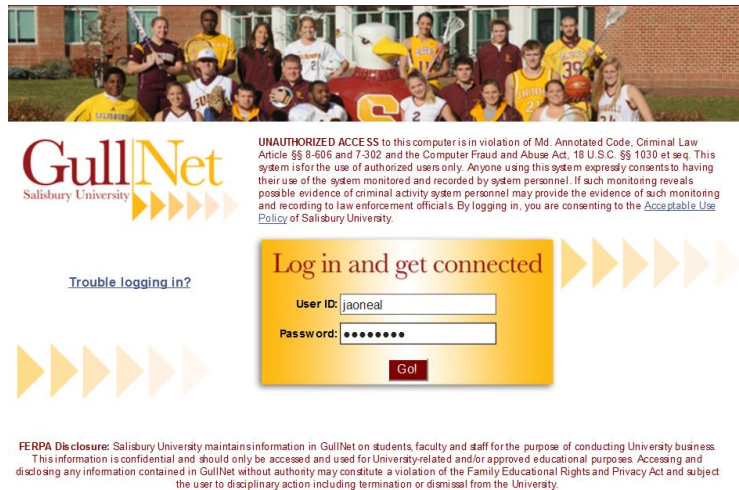
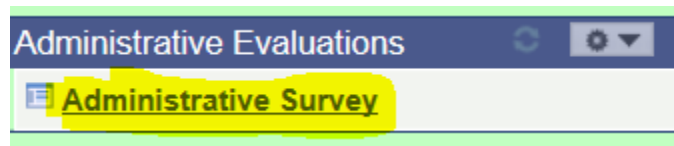


How to take an Administrative survey in GullNet

1. Log into GullNet using your user name and GullNet password. If you have trouble logging in, the IT Helpdesk will be happy to assist you. They may be reached at 410-677-5454.



2. From the left hand side menu, click on the Administrative Survey link.



3. Click the maximize button in the upper right hand corner of the new window to allow more room for the survey.



4. The Administrative Survey screen should default to the current Academic Year. Click on the search button to bring up all of your available surveys.

The screenshot shows the 'Administrative Survey' page with a search criteria section. The search criteria are set to 'Academic Year' and 'begins with 2015-2016'. A red arrow points to the 'Search' button.

Administrative Survey
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Academic Year begins with 2015-2016

Search [Advanced Search](#)

5. You will be presented with a list of available surveys. Click the desired evaluation to complete. Notice the Done Indicator that shows which ones have already been completed. If you would like to change your answers on an already completed survey, you can do so by clicking on that survey.

The screenshot shows the 'Administrative Survey' page with search results. The search criteria are the same as in the previous screenshot. The search results table shows four surveys for the 2015-2016 academic year, with columns for Academic Year, Empl ID, Survey Type, Administrator, and Done?.

Administrative Survey
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Academic Year begins with 2015-2016

Search [Advanced Search](#)

Search Results

View All First 1-4 of 4 Last

Academic Year	Empl ID	Survey Type	Administrator	Done?
2015-2016	1000000	Chair	Ernest Bond	N
2015-2016	1000000	Dean	Kelly Fiala	N
2015-2016	1000000	Provost	Diane Allen	Y
2015-2016	1000000	President	Janet Dudley-Eshbach	N

6. Your administrative survey should appear similar to this:

[Favorites](#) | [Main Menu](#) > [SU Custom](#) > [Admin Evaluation System](#) > [Use](#) > [Administrative Survey](#)

The responses you provide will not be associated with your name or employee id and will be anonymous to your administrator, department, and the university.

Acad Year 2016 **ID** ██████████ ██████████
School EDUPS **Acad Dept** ELED
Survey Type Chair **Administrator being evaluated** Ernest Bond

The administrator being evaluated:

1	supports the unit and the university	<input checked="" type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
2	treats everyone with respect and courtesy	<input checked="" type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
3	supports development of quality teaching	<input checked="" type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
4	supports development of quality research	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
5	supports quality service at the academic unit level and beyond (including external service)	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
6	promotes good faculty morale	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
7	is receptive to faculty input	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
8	handles conflict effectively	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
9	uses an objective and fair method when allocating resources	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
10	is a good manager of financial resources	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
11	acts fairly and decisively on important issues	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
12	manages the academic unit well	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
13	keeps communication lines open/effectively uses memos, reports, and other contacts	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
14	works effectively with faculty	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
15	advocates effectively for the academic unit	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
16	conducts effective faculty meetings	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
17	encourages individual initiative	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable
18	is fair in evaluations	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree	<input type="checkbox"/>	Non-applicable

7. The survey does not have to be finished in one sitting. Clicking **Save Answers** at the bottom of the screen anytime will allow you to finish where you left off at a later time. When you have completed the survey and are ready to submit your evaluation, click **Submit Final Answers and Complete the Survey** at the bottom of the screen. To submit your evaluation, all multiple choice questions must have answers.

[Return to Search](#)

[Save Answers](#)

[Submit Final Answers and Complete the Survey](#)

8. You will receive a confirmation screen for your completion of the survey. If you have further questions, the IT Helpdesk is available at 410-677-5454. Keep in mind that even though you have completed the survey, you may still update your answers until the survey closing date. In order to record your answers as part of survey results, you must remember to submit your final answers and complete the survey.

[Favorites](#) [Main Menu](#) > [SU Custom](#) > [Admin Evaluation System](#) > [Use](#) > [Administrative Survey](#)

Acad Year 2016 **ID** [REDACTED]

School BUSNS **Acad Dept** INFO

Survey Type Dean **Administrator being evaluated** Christy Weer

Your survey has been successfully submitted.
Thank you for your participation. We appreciate your feedback.

[Return to Search](#)

The questions are:

The administrator being evaluated:

- 1 supports the unit and the university
- 2 treats everyone with respect and courtesy
- 3 supports development of quality teaching
- 4 supports development of quality research
- 5 supports quality service at the academic unit level and beyond (including external service)
- 6 promotes good faculty morale
- 7 is receptive to faculty input
- 8 handles conflict effectively
- 9 uses an objective and fair method when allocating resources
- 10 is a good manager of financial resources
- 11 acts fairly and decisively on important issues
- 12 manages the academic unit well
- 13 keeps communication lines open/effectively uses memos, reports, and other contacts
- 14 works effectively with faculty
- 15 advocates effectively for the academic unit
- 16 conducts effective faculty meetings
- 17 encourages individual initiative
- 18 is fair in evaluations
- 19 makes effective use of committees
- 20 is accessible to faculty (and staff)
- 21 is accessible to students
- 22 defines priorities
- 23 delegates responsibility and authority when appropriate
- 24 displays effective planning ability
- 25 provides leadership and uses good executive judgement
- 26 possesses a high degree of personal integrity
- 27 communicates ideas clearly
- 28 is supportive of faculty and staff needs
- 29 Additional comments
- 30 Additional comments
- 31 Additional Comments

The possible answers for questions 1-28 are:

<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly Disagree	<input type="checkbox"/> Non-applicable
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Administrative Evaluations

Frequently Asked Questions

1. When are the evaluations available to take in GullNet?

Evaluations will be available from mid-September through the Friday prior to Thanksgiving break.

2. Who can take the evaluations?

All full-time faculty who are teaching a course during the academic year being evaluated as well as full-time library faculty.

3. Are the evaluations anonymous?

Yes, your survey will remain anonymous to all administrators. The feedback from each survey is compiled to a summary report and there is no correlation to individual responses.

4. Can I start the evaluation and finish it at a later time?

Yes, simply click on **Save Answers** located at the bottom of the survey page. Your answers will be saved and you can return to the evaluation at a more convenient time. Remember you must come back to the evaluation and click **Submit final answers and complete the survey** in order for your answers to be included with administrator results.

5. How often and how long will I receive email notifications about the administrative evaluations?

You will receive one email notification weekly which will list all of your surveys that are not complete. Once you complete all surveys, you will no longer receive the email. To complete a survey, you must click **Submit final answers and complete the survey** for that survey.

6. When will the administrators be able to access the survey results?

Survey results will not be available to anyone until 1 day **after** the closing date of all surveys. The closing date for your surveys will be included with your weekly email notification of open surveys.

7. Who sees the survey results?

All administrators will see the summary results for themselves as well as those who report directly to them (Deans will see Chair results for their school, Provost will see Dean results, President will see Provost results). The Faculty Senate President will see the results for the President.