



## **Institute for International Medicine (INMED) Evaluation of Senior Leadership**

- I. The purpose of evaluating INMED senior leadership is to assess the quality and substance of administrative performance in the context of INMED's mission, vision, and strategic goals. This evaluation reflects the role and scope of administrative duties and expectations while fostering a positive environment for growth in professional competence and leadership.
  
- II. The reasons for formal evaluation:
  - A. To promote accountability
  - B. To promote and strengthen effective leadership
  - C. To provide context for judging performance
  - D. To provide systemic evidence of effectiveness
  - E. To measure institutional goals and benchmark achievements
  
- III. Evaluation Process
  - A. On June 01 annually, an assigned Board Member will send the evaluation form to all responsible persons. Responsible persons will have ten (10) days to complete the evaluation form. The assigned Board Member will present a formal review of the evaluation during the INMED annual strategic planning meeting to the Board of Directors, President, and Vice President of Academic Affairs (when applicable).
  - B. Persons to Complete the **CEO/President's** Annual Evaluation Form:
    1. Members of the Board of Directors
    2. Vice President of Academic Affairs
    3. Director of Student Affairs
    4. Director of Admissions/Student Support
    5. Director of Finances/Financial Support
    6. Faculty
  - C. Persons to Complete the **Vice-President of Academic Affairs** Annual Evaluation Form:
    1. President
    2. Director of Student Affairs
    3. Director of Admissions/Student Support
    4. Director of Finances/Financial Support
    5. Faculty
  - D. Persons to Complete **Directors** Annual Evaluation Form
    1. President
    2. Vice-President of Student Affairs
    3. Peer Directors



4. Staff within their department



**Institute for International Medicine  
Senior Leadership Evaluation Form**

**Name of Senior Leader**

**Position of Senior Leader**

**Instructions**

Please rate the Senior Leader on the following aspects of performance. Provide comments to assist in better understanding your responses.

1 = Poor    2 = Fair    3 = Good    4 = Excellent    N = Not Observed

**Leadership Ability**

Provides leadership in developing, communicating, and implementing INMED objectives.	
Inspires others to do their best.	
Delegates authority and responsibilities appropriately.	
Builds teamwork among colleagues and subordinates.	
Provides sound fiscal management.	
Keeps current regarding trends and issues in higher education.	
Contributes to developing and enhancing the academic quality of INMED.	

**Comments:**

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**Decision Making and Problem Solving**

Consults with appropriate individuals before making decisions.	
Gathers information needed for sound decision making.	
Considers alternative solutions to problems before making a decision.	
Makes sound decisions in a timely manner.	
Takes responsibility for decision making.	

**Comments:**

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**Concern for colleagues**

Recognizes and awards accomplishments of outstanding faculty and staff.	
Creates a climate of respect and high morale.	
Facilitates employees' professional development.	
Listens carefully and asks questions when needed.	
Is accessible to faculty and staff.	
Responds to issues of concern to faculty.	

**Comments:**

**Concern for Students**

Communicates well with students.	
Promotes an environment which nourishes student growth and achievement.	
Assists faculty and staff in developing and promoting student leaders.	
Committed to student success.	

**Comments:**

**Management**

Assigns work effectively and fairly.	
Manages resources as based on INMED's philosophy of lean financial management.	
Prioritizes.	
Communicates delegation clearly.	
Provides feedback to subordinates.	
Recruits and selects qualified staff that promote the mission and culture of INMED.	
Provides meaningful staff orientation and development.	
Evaluates staff effectively and fairly.	

**Comments:**



**Stakeholder Relations**

Portrays a professional image of INMED.	
Relates to and communicates with external stakeholders and community.	
Is accessible to and involved with the external stakeholders and community.	
Encourages partnerships with the local community, international health community, and other educational institutions.	
Is politically astute.	

**Comments:**

**Fiscal Leadership**

Leads the implementation of INMED's financial philosophy.	
Works with businesses, corporations, and individuals to create new revenue sources for INMED.	
Works to increase funds generated by external grants and contracts.	
Supports the development of ideas into fundable opportunities.	

**Comments:**

**Board of Directors Relationship**

Works with Board to translate mission and vision into realistic strategic goals and objectives.	
Develops and maintains effective working relationships with Board Members.	
Keeps Board informed of important developments and issues.	
Provides clear and timely information to the Board to inform and support their decisions.	

**Comments:**



**Overall Performance and Effectiveness**

Overall, rate performance and effectiveness.	
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**General Comments:**

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