

Dear CAFE Faculty and Staff:

As part of the annual performance review process for CAFE administrators, you are invited to complete a survey on any or all of the administrators included in the drop-down box located at this link:

https://uky.az1.qualtrics.com/jfe/form/SV_e3cBzf9GbY1EAIJ

The result of faculty and staff input is reviewed by me and/or the appropriate associate dean or unit head of the administrator being evaluated. The stated purpose of the evaluation is to enhance administrative leadership and effectiveness and to promote a climate of cooperation among faculty, staff, and administration in order to maximize the effectiveness of each unit's execution of its mission.

Key points:

- You are encouraged first and foremost to complete a survey on your unit head, but you are also encouraged to complete surveys on administrators with whom you work directly or indirectly. The best use of the survey is when unit heads get as many surveys as possible. If the evaluation process is to meet its objective of enhancing leadership and effectiveness of the unit head, it is important to have full participation of the department's faculty and staff.
- All reasonable efforts are made to safeguard anonymity and confidentiality and we don't know of any cases of these safeguards being breached. Individual respondents should avoid making statements that would identify themselves.
- Please be constructive and offer solutions.
- You will see that you have an opportunity to comment on my performance as well. The survey results about my performance as dean will be shared with the Provost as part of my annual evaluation.

Please take the time to participate in this process. In my opinion, the information received from faculty and staff about administrators will be very constructive. Therefore, I strongly encourage you to thoughtfully complete the survey and provide comments at the end.

If you have questions, please contact Lisa Collins, lisa.collins@uky.edu.

Thank you,

Nancy Cox, Dean