

# Results of Secretary of the Faculty Survey

## June 2011

<u>Question Asked</u>	<u>Mean</u>	<u>Median</u>	<u>Mode</u>	<u>Number of N/A</u>
1.The SOF is current and knowledgeable on technical matters relevant to the position.	4.70	5.00	5.00	8
2.The SOF demonstrates understanding of concepts, methods, techniques, principles, etc. necessary to provide service in her position.	4.69	5.00	5.00	4
3.The SOF initiates relevant and effective projects & programs.	4.34	5.00	5.00	22
4.The SOF identifies the key issues, prioritizes well and involves appropriate parties.	4.31	5.00	5.00	14
5.The SOF analyzes issues thoroughly, considers all factors and obtains resources as necessary.	4.42	5.00	5.00	14
6.The SOF takes initiative in identifying & researching problems, responds effectively to problems raised by others, distinguishes symptoms from problems, and develops appropriate and creative solutions.	4.35	5.00	5.00	19
7.The SOF makes decisions and takes action in a timely manner.	4.45	5.00	5.00	12
8.The SOF communicates in a respectful manner.	4.77	5.00	5.00	2
9.The SOF listens effectively, facilitates discussion and contributes in a constructive manner.	4.57	5.00	5.00	6
10.The SOF demonstrates effective teamwork and collaboration.	4.64	5.00	5.00	17
11.The SOF makes clear, effective oral presentations.	4.39	5.00	5.00	11
12.The SOF develops clear, concise, reliable and complete written materials.	4.54	5.00	5.00	12
13.The SOF demonstrates ability to work effectively with individuals and groups with different personalities/cultures.	4.54	5.00	5.00	25
14.The SOF maintains a calm, professional approach in tense situations.	4.70	5.00	5.00	12
15.The SOF effectively maintains confidentiality of issues and records and uses discretion when discussing confidential matters.	4.71	5.00	5.00	22
16.The SOF demonstrates flexibility in ability to deal with changing priorities and timelines.	4.58	5.00	5.00	29
17.The SOF effectively manages the Office of University Committees/Faculty Senate, including personnel and budget.	4.57	5.00	5.00	35
18.The SOF is an effective member of the Faculty Senate Leadership group.	4.61	5.00	5.00	17
20.The staff are available.	4.43	4.50	5.00	25
21.The staff are courteous and respectful.	4.65	5.00	5.00	18
22.The staff respond in a timely manner.	4.38	5.00	5.00	20
23.The staff provide accurate information.	4.46	5.00	5.00	22
24.The staff demonstrate sound judgment.	4.43	5.00	5.00	34
25.The staff are appropriately knowledgeable.	4.41	4.50	5.00	23
26.The staff make appropriate referrals.	4.42	4.00	5.00	36
27.The staff collaborate with others effectively.	4.48	5.00	5.00	41
28.The staff effectively maintain confidentiality of issues and records and use discretion when discussing confidential matters.	4.50	5.00	5.00	41

**TOTAL NUMBER OF RESPONDENTS = 81**

**Respondent Type (Note: some respondents chose more than 1 type) :**

Administrator (Dean, Provost, Vice Provost, Dept. Chair)	6
Senator/SEC	46
Faculty Council	20
College Council/Elected Faculty Council	14
UW Staff	9
Individual consult	15
Other	8

**Rating Scale for Survey**

- 5 = Strongly Agree
- 4 = Agree
- 3 = Neutral
- 2 = Disagree
- 1 = Strongly Disagree
- 0 = N/A or Don't Know

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