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Dear administrators colleagues,

We are inviting you to complete a brief survey to provide feedback to Dean XXXX for their annual review. We appreciate your time and insight to help improve this individuals performance in their role. Here is the link to complete the survey: \_\_\_\_\_\_\_.

The results of the survey are shared only in aggregate form with the supervisor of the administrator who is being reviewed and the administrator. The 360 Degree Administrator Annual Feedback Review Survey was developed as a tool to facilitate, obtain, and organize input from the administrator's direct reports.

As you are aware it is required for all administrators to receive an annual review in writing every 12 months with respect to their leadership in (1) building trust, (2) fostering collaborations, (3) maximizing resources, (4) achieving results and (5) instilling inclusive excellence.