

UNIVERSITI TEKNOLOGI MARA



Questionnaire on Collegiality & Congeniality

Objective of this survey:

To identify the **Collegiality** and **Congeniality** attributes/traits of a colleague for the purpose of facilitating academic promotion, tenureship renewal, and other endeavours deemed necessary.

Definition:

Collegiality is the ability of faculty/campus members to get along with each other and contribute to the collective good. It also refers to the manner in which one conducts oneself so that it does not impinge upon the ability of one's colleagues to do their jobs or on the capacity of one's institution to fulfil its mission. Collegiality is often viewed as a key component of success within the department and the higher education institution as a whole.

Congeniality is the ability of being pleasant and friendly, agreeable, amiable, supportive and cordial, and possessing good and effective interpersonal skills.

Purpose of evaluation:

Promotion Contract renewal Application for sabbatical leave Others

Candidate Being Rated:

Name : _____

Faculty/Campus: _____ Department: _____

Evaluator's Particulars:

Designation: _____ (Rector/Dean/ Deputy Rector/Deputy Dean/ Head of Study
Centre/Lecturer/Administrator)

Grade : _____ (Grade 41/45/46/51/52/53/54/ VK7/VK6/VK5)

Years of working experience with candidate: _____

This questionnaire consists of two parts, A and B. Please rate your colleague professionally.

PART A: COLLEGIALLY ATTRIBUTES

This section focuses on your perceptions of the collegiality attributes of the colleague you are rating. Kindly circle the option that BEST describes the attributes of your colleague, according to the following scales:

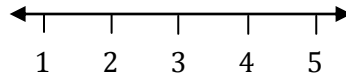
- 1 = Strongly disagree**
2 = Disagree
3 = Somewhat agree
4 = Agree
5 = Strongly agree

The colleague that I am rating is.....

1	professional in work related matters	1	2	3	4	5
2	able to bring about positive change in the organisation	1	2	3	4	5
3	able to communicate effectively with others	1	2	3	4	5
4	able to initiate intellectual discourse with colleagues	1	2	3	4	5
5	able to provide input to superiors /colleagues	1	2	3	4	5
6	able to display leadership qualities for the collective good	1	2	3	4	5
7	disruptive to the harmonic working environment	1	2	3	4	5
8	prepared to accept ideas and comments from others	1	2	3	4	5
9	prepared to take responsibility in organisational projects	1	2	3	4	5
10	willing to be a team player in the organisation	1	2	3	4	5
11	willing to share new and innovative ideas	1	2	3	4	5
12	reluctant to resolve issue(s) by consensus	1	2	3	4	5
13	capable of leading in decision making activities	1	2	3	4	5
14	capable of consistently performing well for the good of the organisation	1	2	3	4	5
15	capable of coaching and mentoring others	1	2	3	4	5
16	likely to ignore collective responsibility on decisions made	1	2	3	4	5
17	capable of aligning to and supporting the shared vision and mission of the organisation	1	2	3	4	5
18	capable of being led in decision making activities	1	2	3	4	5
19	able to win the 'hearts and minds' of colleagues	1	2	3	4	5
20	seen as a good role model of the organisation	1	2	3	4	5

PART B: CONGENIALITY ATTRIBUTES

This section focuses on how you perceive the congeniality attributes of your colleague. If you agree strongly with one end of the scale, **CIRCLE** a number closer to that end of the scale. If you feel neutral about the item, **CIRCLE** a number near the middle of the scale.

**The colleague I am rating is.....**

1	Uncaring	1	2	3	4	5	Caring
2	Uncommitted	1	2	3	4	5	Committed
3	Inconsiderate	1	2	3	4	5	Considerate
4	Uncooperative	1	2	3	4	5	Cooperative
5	Undisciplined	1	2	3	4	5	Disciplined
6	Unethical	1	2	3	4	5	Ethical
7	Unfriendly	1	2	3	4	5	Friendly
8	Selfish	1	2	3	4	5	Generous
9	Arrogant	1	2	3	4	5	Humble
10	Unkind	1	2	3	4	5	Kind
11	Disloyal	1	2	3	4	5	Loyal
12	Demotivating	1	2	3	4	5	Motivating
13	Narrow Minded	1	2	3	4	5	Open Minded
14	Unpleasant	1	2	3	4	5	Pleasant
15	Unreliable	1	2	3	4	5	Reliable
16	Disrespectful	1	2	3	4	5	Respectful
17	Irresponsible	1	2	3	4	5	Responsible
18	Insincere	1	2	3	4	5	Sincere
19	Untrustworthy	1	2	3	4	5	Trustworthy
20	Cold	1	2	3	4	5	Warmth

Thank you for your input.