



Performance Evaluation Administrative Faculty

The performance evaluation process is designed to enable the employee and supervisor to engage in frequent, positive and productive communication.

A primary role of the supervisor in this process is that of mentor. Although the definition of performance management requires a joint effort between supervisor and employee, the leadership role in achieving quality performance is the responsibility of the supervisor.

The supervisor will provide the employee an assessment of his/her performance for each major job responsibility and associated expectations. The assessment will communicate if the employee has met, exceeded, or failed to meet the stated responsibilities and expectations. The supervisor will outline where or how the employee has exceeded expectations. If the employee has not met assigned responsibilities and expectations, the supervisor will provide clear written feedback regarding deficiencies and requirements for improved performance.

Employee: Complete the front page; Part 1, self evaluation; Part IV, Additional Accomplishments; and Part V, employee identified goals.

Supervisor: Complete Part 1, supervisor evaluation; Part II, Performance Factors; Part III, Overall Supervisor Evaluation; and Part V, Supervisor Identified Goals.

Due in the Office of Human Resources: May 31, 2011

Employee Name:

Position Title:

Department/Unit:

Supervisor Name & Title:

Review Period:

From:

To:

PART II. PERFORMANCE FACTORS (Circle appropriate number for each factor) To be completed by supervisor

Part 2 is to be used in preparation of performance appraisals for administrative faculty employees. Comments should be made about each of the general categories listed. The list of suggested indicators provides examples of the kind of measurements, which can be used to assess that aspect of performance. These examples are not intended to include all possible indicators. The numerical ratings given are intended to reflect the supervisor's overall assessment of performance in a category. *The ratings are also intended to be reflective of the accomplishment of goals and objectives during the appraisal period.*

- Rating Scale: *5 = Outstanding, far exceeds standards in all major areas*
4 = Highly effective, exceeds standards in some areas
3 = Satisfactory, meets standards
2 = Below standards and needs improvement
1 = Fails to meet requirements in major areas
NA = Not applicable

NOTE: Fractional increments of .25 may be used for scoring, e.g. 3.25, 3.5, 3.75, etc.

<u>Position Knowledge</u>
Rating:
Comments:
<u>Professionalism</u>
Rating:
Comments:
<u>Program Management, Problem Solving & Organizational Skills</u>
Rating:
Comments:
<u>Human Resource Management & Team Interaction</u>
Rating:
Comments:
<u>Communication</u>
Rating:
Comments:

<u>Financial Management & Control</u>
Rating: Comments:
<u>Service to the University</u>
Rating: Comments:
<u>Professional Development & Continuing Growth</u>
Rating: Comments:
Part II Average:

PART III. OVERALL SUPERVISOR EVALUATION

Total Scores with Average:

Part I (Supervisor only)	Avg. Score	0.00
Part II	Avg. Score	
FINAL	Total Average Score	0.00

Outstanding Highly Effective Satisfactory Needs improvement Fails to meet requirements

PART IV. ADDITIONAL ACCOMPLISHMENTS – Completed by employee
 (These are duties the employee accomplished outside their job description)

OTHER SERVICE

1. Supervisory/Program Management: responsibilities and employee development, if applicable (e.g., Supervisory: annual evaluation(s) completed for all employees, training opportunities provided, etc.)

2. Community Service: (leadership and service to community, special honors, professional activities, committee assignments, training, civic service)
3. Institutional Service: (leadership and service to campus—promotion of university mission, affirmative action goals, strategic planning, outreach, etc.)
4. Professional Development Activities:

PART V. GOALS AND FOCUS AREAS FOR NEXT YEAR INCLUDING PROFESSIONAL DEVELOPMENT.

a. Employee identified:

b. Supervisor identified:

PART VI. REVIEW OF POSITION DESCRIPTION

Position description dated: _____

- Accurately reflects the current duties of the position;
- Will be revised and sent to Human Resources.

Supervisor Signature

Date

Employee Signature

Date

Employee's signature confirms only that the supervisor has discussed and given a copy of the material to the employee. The employee's signature does not indicate agreement or disagreement with the contents of this material.