

*Appendix VI – Evaluation Form*



**Performance Evaluation**  
**Administrative Faculty**

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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.

**Due to Human Resource: May 31st**

Employee Name:

Position Title:

Department/Unit:

Supervisor Name & Title:

Review Period: **From**

**To**

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**PART I: EVALUATION OF MAJOR JOB RESPONSIBILITIES**

**Evaluation of Performance Based on Position Description**

Rating Scale: 4 = Exceeds Requirements

3 = Satisfactory

2 = Needs Improvement

1 = Unsatisfactory

**Evaluate performance of Job Functions from your Position Description below.**

Self	Super- visor	Job Functions	% of Time
		<b>Essential Functions</b>	
		<b>Other Functions</b>	
		<b>Total average</b>	

**Directions to complete Part I for the supervisor**

- Based on the Administrative Faculty Job Description under the section Job Functions (Essential and Other) you will find the percentage of each function.
- These functions need to be abbreviated and insert in the Part 1 with the percentage above.
- The supervisor score will enter the score on the left.
- To calculate average:
  - Individual score for each function x percentage
  - Add each of the percentage divide by the number of function to find the total average.
  - Example:
    - Essential Function #1, score 4, 25% of the job –  $4 \times .25 = 1.0$
    - Essential Function #2, score 2, 10% of the job –  $2 \times .10 = .20$
    - Essential Function #3, score 3, 50% of the job –  $3 \times .50 = 1.5$
    - Essential Function #4, score 2, 15% of the job –  $2 \times .15 = .30$
    - TOTAL Average 3.0

**Part II. PERFORMANCE FACTORS (Circle appropriate number for each factor)**

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: 4 = Exceeds Requirements  
 3 = Satisfactory  
 2 = Needs Improvement  
 1 = Unsatisfactory

NA=Not Applicable

<p style="text-align: center;"><u>Position Knowledge</u></p> <p><b>Rating:</b></p> <p><b>Comments:</b></p>	<p>Examples</p> <ul style="list-style-type: none"> <li>• Possesses general and specialized knowledge expected for the position</li> <li>• Understands relation of tasks to unit goals and University's mission</li> <li>• Keeps current on trends and remains knowledgeable in their professional field</li> <li>• Is knowledgeable of legal mandates and policies pertinent to the position</li> <li>• Anticipates program needs</li> <li>• Analyzes issues thoroughly</li> </ul>
<p style="text-align: center;"><u>Professionalism</u></p> <p><b>Rating:</b></p> <p><b>Comments:</b></p>	<p>Examples</p> <ul style="list-style-type: none"> <li>• Actively supports the goals and mission of both their unit and the University</li> <li>• Demonstrates commitment and concern for the institution, students, and colleagues</li> <li>• Participates in committee and other leadership roles, on and off campus</li> <li>• Willing to accept new tasks and assignments</li> <li>• Encourages creativity in others</li> <li>• Willing to take risks</li> <li>• Copes with stress of change in a reasonable and effective manner</li> <li>• Copes effectively with undesirable situations</li> <li>• Exhibits self-direction and initiative</li> <li>• Resolves issues and questions appropriately</li> <li>• Develops and/or contributes to new programs or program improvements</li> <li>• Maintains standards of professional ethics</li> <li>• Exhibits interest and enthusiasm toward work</li> </ul>
<p style="text-align: center;"><u>Program Management, Problem Solving &amp; Organizational Skills</u></p> <p><b>Rating:</b></p> <p><b>Comments:</b></p>	<p>Examples</p> <ul style="list-style-type: none"> <li>• Produces quality work in appropriate quantity</li> <li>• Plans and organizes work appropriately</li> <li>• Establishes meaningful priorities</li> <li>• Appropriately delegates tasks to others</li> <li>• Meets critical deadlines and adapts to changes in deadlines</li> <li>• Keeps supervisor appropriately informed</li> <li>• Implements effective courses of action</li> <li>• Uses program/department evaluation results to improve operations</li> <li>• Clearly identifies the goals and objectives of the program and evaluates progress</li> <li>• Efficiently collects, analyzes, and processes accurate and reliable data</li> <li>• Expresses program evaluation results clearly and</li> </ul>

	<p>concisely</p> <ul style="list-style-type: none"> <li>• Provides program evaluation results to others as required</li> <li>• Organizes, plans, and forecasts work skillfully to meet position needs</li> <li>• Analyzes problems skillfully</li> <li>• Uses logic and good judgment to reach solutions</li> </ul>
<p><u>Human Resource Management &amp; Team Interaction</u></p> <p><b>Rating:</b></p> <p><b>Comments:</b></p>	<p>Examples</p> <ul style="list-style-type: none"> <li>• Prepares timely and thorough performance appraisals for staff</li> <li>• Contributes effectively to group actions</li> <li>• Is personally responsible, steadfast and can be called upon to meet challenges</li> <li>• Assists in determining the needs of the work place; helps to meet goals</li> <li>• Coordinates own work with others, seeks opinions, values working relationships</li> <li>• Is regularly attentive to safety and health regulations</li> <li>• Maintains a professional and cooperative attitude with colleagues</li> <li>• Applies effective supervisory skills</li> <li>• Functions within collective bargaining agreements with employee organizations</li> <li>• Prevents or settles grievances at lowest level without setting an improper precedent</li> <li>• Exhibits understanding of the social, emotional, and physical problems that some students face</li> <li>• Works cooperatively with faculty, staff, and students</li> </ul>
<p><u>Communication</u></p> <p><b>Rating:</b></p> <p><b>Comments:</b></p>	<p>Examples</p> <ul style="list-style-type: none"> <li>• Communicates knowledge clearly, accurately and thoroughly</li> <li>• Listens attentively and responds thoughtfully</li> <li>• Organizes and expresses thoughts clearly and concisely orally and in writing</li> <li>• Maintains appropriate records and is punctual in submitting forms, reports, etc.</li> <li>• Keeps supervisor informed about actual or potentially sensitive issues</li> <li>• Maintains appropriate/effective communication with supervisor and subordinates</li> <li>• Exhibits ability to communicate on different levels and in different situations (with students, faculty, staff, in a committee meeting, a workshop or classroom)</li> </ul>
<p><u>Financial Management &amp; Control</u></p> <p><b>Rating:</b></p> <p><b>Comments:</b></p>	<p>Examples</p> <ul style="list-style-type: none"> <li>• Manages budget within established guidelines</li> <li>• Plans in advance for efficient use of resources</li> <li>• Uses accurate and reliable data and information</li> <li>• Applies Federal, State, and University budget and general accounting procedures relevant to position area</li> <li>• Trains staff on appropriate budget and fiscal matters</li> <li>• Projects and quantifies future needs accurately</li> <li>• Submits budget and financial documents on time</li> <li>• Uses an effective system for monitoring expenses and staying within budget</li> <li>• Promptly reports any anticipated budgetary problems to the appropriate person</li> </ul>
<p><u>Service to the University</u></p> <p><b>Rating:</b></p>	<p>Examples</p> <ul style="list-style-type: none"> <li>• Regularly seeks to provide quality service to achieve customer satisfaction</li> <li>• Serves on committees</li> </ul>

<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Participates in university governance</li> <li>• Gets involved in campus or community activities</li> <li>• Volunteers to serve campus or community</li> </ul>
<u>Professional Development &amp; Continuing Growth</u>  <b>Rating:</b>  <b>Comments:</b>	<b>Examples</b> <ul style="list-style-type: none"> <li>• Takes advantage of professional growth opportunities</li> <li>• Seeks new knowledge, applies it to the position and shares it with others</li> <li>• Remains competent and knowledgeable in their professional field</li> <li>• Has developed and met educational goals</li> <li>• Has received honors or awards</li> <li>• Participates in professional organizations</li> </ul>
Part II Average:	

**PART III. OVERALL SUPERVISOR EVALUATION**

Total Scores with Average:

<b>Part I (Supervisor only)</b>	<b>Avg. Score</b>	<b>0.00</b>
<b>Part II</b>	<b>Avg. Score</b>	<b>0.00</b>
<b>FINAL</b>	<b>Total Average Score</b>	<b>0.00</b>

Exceeds Requirements   
 Satisfactory   
 Needs Improvement   
 Unsatisfactory  
*Rating Scale: 4 = Exceeds Requirements    3 = Satisfactory    2 = Needs Improvement    1 = Unsatisfactory*

**PART IV. ADDITIONAL ACCOMPLISHMENTS**  
(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

Yes    No   **Position description has been reviewed with employee; and, if necessary has or will be updated to reflect current job duties.**

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\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
Date

*Employee's signature indicates that employee has read and understands this evaluation with the supervisor. It does not necessarily mean the employee agrees with the evaluation.*

\_\_\_\_\_  
*Cabinet member Signature*

\_\_\_\_\_  
Date