



## Instructions to complete Administrative Faculty Performance Evaluation

*Employee: Complete the front page, the employee section of Part I, Part IV and section a of Part V. Give to your supervisor*

*Supervisor: Complete supervisor section of Part I, Part II, Part III, Part IV and section b of Part V.*

*Meet with the employee to discuss the evaluation and position description. Sign and send form to Human Resources.*

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### **Front Page – completed by employee**

Complete the employee information, and indicate the review period. The review period will normally begin when the review period for the previous year ended, or, for a new employee, the hire date if it is after April 30<sup>th</sup> of the previous year.

### **Part I: Completed by employee and supervisor**

There are two columns, one for the employee to evaluate themselves, and the other for the supervisor to evaluate.

**Employee:** Cut and paste the functions from your position onto the form, and make certain the percentages are indicated for each function. If the functions are lengthy, you may abbreviate them. Then evaluate yourself using the rating scale of 1 through 5. You may use fractional increments if appropriate. Once you have completed the self-evaluation, average the score at the bottom using the following directions:

#### **To compute the average score under Part I**

To calculate average:

- Individual score for each function x percentage;
- Add each percentage and divide by the number of functions to find the total average.
- Example:

Essential Function #1, score 4, 25% of the job	– 4 X .25 = 1.0
Essential Function #2, score 2, 10% of the job	– 2 X .10 = .20
Essential Function #3, score 3, 50% of the job	– 3 X .50 = 1.5
Essential Function #4, score 2, 15% of the job	– <u>2 X .15 = .30</u>
TOTAL Average	3.0

**Supervisor:** Evaluate the employee on the job functions, and put your score under the supervisor column, next to the employee self-evaluation. Compute the average at the bottom.

## **Part II: - completed by supervisor only**

This portion is to be completed by the supervisor only. Using the 1-5 rating scale (fractions are acceptable), score the employee in each area. Do not copy the language below into the rating box; those are intended as examples only. When completed, compute the average score at the bottom.

Examples for each section:

**Position knowledge:**

- Possesses general and specialized knowledge expected for the position
- Understands relation of tasks to unit goals and University's mission
- Keeps current on trends and remains knowledgeable in their professional field
- Is knowledgeable of legal mandates and policies pertinent to the position
- Anticipates program needs
- Analyzes issues thoroughly

**Professionalism:**

- Actively supports the goals and mission of both their unit and the University
- Demonstrates commitment and concern for the institution, students, and colleagues
- Participates in committee and other leadership roles, on and off campus
- Willing to accept new tasks and assignments
- Encourages creativity in others
- Willing to take risks
- Copes with stress of change in a reasonable and effective manner
- Copes effectively with undesirable situations
- Exhibits self-direction and initiative
- Resolves issues and questions appropriately
- Develops and/or contributes to new programs or program improvements
- Maintains standards of professional ethics
- Exhibits interest and enthusiasm toward work

**Program Management, Problem Solving & Organizational Skills**

- Produces quality work in appropriate quantity
- Plans and organizes work appropriately
- Establishes meaningful priorities
- Appropriately delegates tasks to others
- Meets critical deadlines and adapts to changes in deadlines
- Keeps supervisor appropriately informed
- Implements effective courses of action
- Uses program/department evaluation results to improve operations
- Clearly identifies the goals and objectives of the program and evaluates progress
- Efficiently collects, analyzes, and processes accurate and reliable data
- Expresses program evaluation results clearly and concisely
- Provides program evaluation results to others as required
- Organizes, plans, and forecasts work skillfully to meet position needs
- Analyzes problems skillfully
- Uses logic and good judgment to reach solutions

**Human Resource Management and Team Interaction**

- Prepares timely and thorough performance appraisals for staff
- Contributes effectively to group actions
- Is personally responsible, steadfast and can be called upon to meet challenges
- Assists in determining the needs of the work place; helps to meet goals
- Coordinates own work with others, seeks opinions, values working relationships
- Is regularly attentive to safety and health regulations
- Maintains a professional and cooperative attitude with colleagues

- Applies effective supervisory skills
- Functions within collective bargaining agreements with employee organizations
- Prevents or settles grievances at lowest level without setting an improper precedent
- Exhibits understanding of the social, emotional, and physical problems that some students face
- Works cooperatively with faculty, staff, and students

### Communication

- Communicates knowledge clearly, accurately and thoroughly
- Listens attentively and responds thoughtfully
- Organizes and expresses thoughts clearly and concisely orally and in writing
- Maintains appropriate records and is punctual in submitting forms, reports, etc.
- Keeps supervisor informed about actual or potentially sensitive issues
- Maintains appropriate/effective communication with supervisor and subordinates
- Exhibits ability to communicate on different levels and in different situations (with students, faculty, staff, in a committee meeting, a workshop or classroom)

### Financial Management & Control

- Manages budget within established guidelines
- Plans in advance for efficient use of resources
- Uses accurate and reliable data and information
- Applies Federal, State, and University budget and general accounting procedures relevant to position area
- Trains staff on appropriate budget and fiscal matters
- Projects and quantifies future needs accurately
- Submits budget and financial documents on time
- Uses an effective system for monitoring expenses and staying within budget
- Promptly reports any anticipated budgetary problems to the appropriate person

### Service to the University

- Regularly seeks to provide quality service to achieve customer satisfaction
- Serves on committees
- Participates in university governance
- Gets involved in campus or community activities
- Volunteers to serve campus or community

### Professional Development & Continuing Growth

- Takes advantage of professional growth opportunities
- Seeks new knowledge, applies it to the position and shares it with others
- Remains competent and knowledgeable in their professional field
- Has developed and met educational goals
- Has received honors or awards
- Participates in professional organizations

### **Part III: completed by supervisor only**

Enter the supervisor's average score from the second column of Part I and the bottom of Part II, and average the two sums. Mark the box that matches the final average score.

### **Part IV: completed by employee**

This is an opportunity to discuss duties accomplished outside the job description, such as special projects. Discuss how your employees have been offered training, if you supervise. Include information about any community service projects, institutional service (committee work), and any professional development activities you have participated in.

### **Part V: Completed by employee and supervisor**

**Employee:** Complete part a. Give the form to your supervisor to complete their portions of the form.

**Supervisor:** Complete part b.

Once all the portions of the form are completed by the employee and supervisor, meet with the employee and discuss the evaluation, including supervisor identified goals, and whether or not the position description needs to be updated. Sign the form and forward to Human Resources.

If the duties listed in the position description change by less than 25%, sign and forward to Human Resources. If you believe the duties have changed by more than 25%, sign and forward the form to Human Resources and indicate it needs to be reviewed by the Administrative Faculty committee.

### **Part VI: Completed by employee and supervisor**

The supervisor and employee will review the most recent position description on file and indicate if it accurately reflects the duties of the position, or if needs to be revised.