

Administrative Faculty Annual Evaluation Form

Name: _____

Date: _____

Position title & rank: _____

Period covered by evaluation: From _____

To _____

An assessment of the administrative faculty member's performance based on his/her established job description is to be given for each of five general areas listed below.

When the **Overall Evaluation** is unsatisfactory or excellent, concluding narrative comments must be provided. In addition, an overall rating of unsatisfactory must be accompanied by written suggestions for improvement. (Human Resources will provide a copy of Unsatisfactory evaluations to the Union per Article 19.5).

Key: Excellent - Superior performance in meeting requirements
Good - Better than average performance in meeting requirements
Satisfactory - Meets requirements
Unsatisfactory - Does not meet requirements

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1. **Demonstrated knowledge and effective application of professional skills in the field worked** (including knowledge about area of responsibility, competence in handling responsibilities of the position, and ability to make effective decisions and plan effectively).

	Excellent	Good	Satisfactory	Unsatisfactory
The rating for this area is:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (if applicable):

2. **Willingness and ability to work constructively with students, University personnel and the general public** (including effective communication and ability to act fairly and objectively).

	Excellent	Good	Satisfactory	Unsatisfactory
The rating for this area is:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (if applicable):

3. **Quality of participation and professional judgment in University and/or systemwide activities including committee work and/or advisory service to students and professional colleagues, and similar contributions.**

	Excellent	Good	Satisfactory	Unsatisfactory
The rating for this area is:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (if applicable):

4. **Activities demonstrating professional growth and achievement**
(including improvement of knowledge and competence, remaining current and active in area worked. Acceptance of constructive criticism and suggestions and changing performance methods or techniques when essential to the position).

	Excellent	Good	Satisfactory	Unsatisfactory
The rating for this area is:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (if applicable):

5. **Promise of continued professional growth.**

	Excellent	Good	Satisfactory	Unsatisfactory
The rating for this area is:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (if applicable):

The overall performance assessment for the evaluation period is:

	Excellent	Good	Satisfactory	Unsatisfactory
The rating for this area is:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (if applicable, Excellent must include narrative statement. Unsatisfactory must include narrative statement and suggestions for improvement.)

Recommended for renewal (if applicable): Yes No

Prior to award of continuing appointment, positive evaluations do not ensure renewal of appointment.

Recommended for continuing appointment: Yes No

Prepared by (evaluator) _____ Date _____

1st level of Management (outside of the bargaining unit):

Date _____

Comments (if any) _____

Acknowledged by (evaluatee) _____ Date _____

Provost/VP/AVP/Chief _____ Date _____

Date _____