

Administrative Faculty Evaluation Form

Date:

Position, title & rank:

Type of evaluation (semi-annual, annual, biennial):

Period covered by evaluation:

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.

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

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).	The rating for this area is
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).	The rating for this area is
Comments (if applicable)		

3	Quality of participation and professional judgment in University and/or systemwide activities including work and/or advisory service to students and professional colleagues, and similar contributions.	The rating for this area is
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).	The rating for this area is
Comments (if applicable)		

5	Promise of continued professional growth.	The rating for this area is
Comments (if applicable)		

The overall performance assessment for the evaluation period is:

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

Recommended for renewal (if applicable):

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

Recommended for continuing appointment:

Prepared by (evaluator)	Signature	Date
Acknowledged by (evaluee)	Signature	Date
Reviewed by (appropriate management official)	Signature	Date
Reviewed by (appropriate management official)	Signature	Date
Kenneth J. DeLisa Chief HR Officer		
Reviewed by (appropriate management official)	Signature	Date