## Administrative Faculty Evaluation Annual Form

Name:	Date:		
Position Title & Rank:			
Period covered by evaluation:	From	То	

An assessment of the administrative faculty member's performance based on his/her established job description is to be given for each of the 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
- 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 the ability to make effective decisions and plan effectively).

The rating for this area is:

Excellent	Good	Satisfactory	Unsatisfactory

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:

Excell	ent Good	Satisfactor	y Unsatisfactory
Comments (if applicable):			

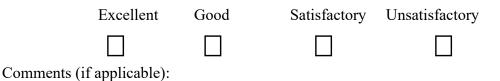
3. Quality of participation and professional judgment in University and/or system wide activities including committee work and/or advisory service to students and professional colleagues, and similar contributions.

The rating for this area is:

Excellent	Good	Satisfactory	Unsatisfactory
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 position).

The rating for this area is:



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

The rating for th	nis area is:					
Η	Excellent	Good	Satisfactory	Unsatisfac	tory	
Comments (if a	pplicable):					
The overall per	rformance as	sessment for t	he evaluation	period is:		
Η	Excellent	Good	Satisfactory	Unsatisfac	tory	
Comments (if include narrativ	/				nent. Unsatisfactory 1	must
	· ·	/	Yes ent, positive ev		o	al of
appointment.						
Recommended	for continuing	appointment:	Yes		o	
Prepared by (ev	aluator)			Da	te	
1 <sup>st</sup> level of Man	agement (outs	ide of the barg	gaining unit):			
				Da	te	
Acknowledged	by (evaluee) _			Da	te	
Provost/VP/AV	P/Chief			Da	te	
				Da	te	