

# 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

---

**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:				

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:

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:

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:

Comments (if applicable):

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

Excellent

Good

Satisfactory

Unsatisfactory

The rating for  
this area is:

Comments (if applicable):

**The overall performance assessment for the evaluation period is:**

Excellent                  Good                  Satisfactory                  Unsatisfactory

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 (if applicable):    Yes                  No

Prepared by (evaluator) \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_ Date \_\_\_\_\_

Comments (if any)

Acknowledged by (evaluatee) \_\_\_\_\_ Date \_\_\_\_\_