

## Administrative Faculty Evaluation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title & Rank: \_\_\_\_\_

Type of Evaluation:       Semi-annual       Annual       Biennial

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 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.

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
<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).

The rating for this area is:

Excellent	Good	Satisfactory	Unsatisfactory
<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 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
<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 position).

The rating for this area is:

Excellent	Good	Satisfactory	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (if applicable):

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

The rating for this area is:

Excellent	Good	Satisfactory	Unsatisfactory
<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
<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 \_\_\_\_\_

Acknowledged by (evaluee) \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by (appropriate management officials):  
\_\_\_\_\_  
Date \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_