ADMINISTRATOR

PERFORMANCE EVALUATION

20\_\_\_ to 20\_\_\_

Division of Academic Affairs

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Administrator Name/Title:

Supervisor Name/Title:

Date of Evaluation:

Evaluation Period:

# Administrator Performance Evaluation

# Division of Academic Affairs

Place an “x” in the box below the appropriate rating for each category.

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## SUPERVISION AND LEADERSHIP

How well does the administrator motivate and supervise staff and student employees? How well does the individual establish departmental plans and goals, manage budget (if appropriate)?

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| --- | --- | --- | --- | --- | --- |
| Outstanding | Good | Satisfactory | Poor | Unsatisfactory | Not Applicable |
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Comments:

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## INTERPERSONAL RELATIONS AND COOPERATION

Evidence that the staff member being evaluated can work cooperatively with colleagues and can generate positive working relationships with other departments and divisions of the institution.

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| Outstanding | Good | Satisfactory | Poor | Unsatisfactory | Not Applicable |
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Comments:

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## COMMUNICATION SKILLS

How well does the administrator effectively communicate both orally and in writing? Is the individual able to effectively relate ideas and points of view to others? How well does the individual listen?

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| Outstanding | Good | Satisfactory | Poor | Unsatisfactory | Not Applicable |
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Comments:

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## FULFILLMENT OF ASSIGNED DUTIES AND FOLLOW THROUGH

Evidence that the administrator has performed his/her duties and responsibilities and has followed through on mutually agreed upon goals and objectives.

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| Outstanding | Good | Satisfactory | Poor | Unsatisfactory | Not Applicable |
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Comments:

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## ENTHUSIASM, FLEXIBILITY, CREATIVITY, AND OPENNESS TO NEW IDEAS

Evidence of ability to adapt to new and changing conditions; ability to handle the unexpected and to generate new ideas and innovative approaches; ability to combine what is good about the present with the need for change; demonstration of a positive attitude toward work, students, and colleagues.

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| Outstanding | Good | Satisfactory | Poor | Unsatisfactory | Not Applicable |
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Comments:

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## INSTITUTIONAL ORIENTATION

Does the administrator have the ability to put the welfare of the institution above the welfare of his/her department? Does the administrator advocate for his/her department and support the efforts/initiatives of those who report to him/her? Does the individual understand the institutional mission and perform accordingly?

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| Outstanding | Good | Satisfactory | Poor | Unsatisfactory | Not Applicable |
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Comments:

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## PROFESSIONAL GROWTH AND DEVELOPMENT

Evidence of interest in the profession; evidence of efforts at self-improvement; evidence of participation in state, regional, and national professional organizations; evidence of other professional development activities.

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| Outstanding | Good | Satisfactory | Poor | Unsatisfactory | Not Applicable |
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Comments:

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## COMMUNITY AND REGIONAL SERVICE

Does the individual contribute to the welfare of the wider community as evidenced by records of volunteer service or community leadership?

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| Outstanding | Good | Satisfactory | Poor | Unsatisfactory | Not Applicable |
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Comments:

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Additional general comments by evaluator:

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Summary of strengths:

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Specific areas of concentration/goals for upcoming year:

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Comments by administrator being evaluated:

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OVERALL RATING

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| Outstanding | Good | Satisfactory | Poor | Unsatisfactory | Not Applicable |
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Signature of Administrator being evaluated Date

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Signature of Evaluator Date