TMCC
Truckee Meadows Community College
Faculty Senate

PERFORMANCE EVALUATION

for Administrative Faculty

Employee's Information		
Name	Title	Department
Supervisor	Senior Administrator	Division
Performance Period From: To:		Evaluation Date

Instructions
Attach current job description. **Does the job description attached reflect the primary responsibilities of this employee?** ☐ Yes   ☐ No

Supervisor's Evaluation and Comments *(attach a separate sheet if more space is needed)*

- **Excellent (E):** Performance is outstanding in all areas of position responsibility. In one or more of these areas, job performance is noticeably remarkable, superior, or noteworthy.
- **Commendable (C):** Performance is outstanding in many areas of position responsibilities. Job performance is at times remarkable, superior, or noteworthy. Performance of duties is fully effective in all areas and is exceptional in some.
- **Satisfactory (S):** Performance is sound and reliable, produces results consistent with expectations, and fulfills management standards of the college. Performance of duties is fully effective in all areas.
- **Unsatisfactory (U):** Performance is deficient in several areas of position responsibilities and falls short of achieving primary goals and objectives. A plan for development or additional experience on the job is needed to achieve good, solid performance. Supporting observations must substantiate this rating, and the evaluator must provide specific recommendations for improvement.

Evaluation Category	Description	Level
1. Primary Job Responsibilities and Job Knowledge	At what level does the employee meet the primary responsibilities of the job? The reviewer should consider the quantity and quality of the work produced in meeting these responsibilities. At what level does the employee understand all phases of their work? At what level does the employee possess and apply their knowledge of job fundamentals, including: procedures relevant to the job, current techniques, and future trends?	☐ E ☐ C ☐ S ☐ U
2. Problem Solving and Decision Making	At what level does the employee engage in innovative and effective problem-solving and related decision-making, while working under pressure?	☐ E ☐ C ☐ S ☐ U

3. Planning/Organization Skills	At what level does the employee effectively plan, organize, and follow through on work?	☐ E	☐ C	☐ S	☐ U

4. Interpersonal Skills/Communication	At what level does the employee establish and maintain cooperative, collaborative, and productive relationships among individuals within the College community? At what level does the employee communicate accurately (i.e., communication has its intended impact), professionally, and effectively in both written and in spoken form within the College community and/or the public?	☐ E	☐ C	☐ S	☐ U

5. Teamwork/Supervision	At what level is the employee effective in obtaining positive team results? At what level is the employee considered a trusted and effective member of their department and/or a team (e.g., internal, cross-functional, outside stakeholders)? For Supervisors: At what level is the supervisor effective in managing the performance of subordinates including delegating, motivating, developing, coaching, disciplining and all other aspects to fulfill the mission of the college and department?	☐ E	☐ C	☐ S	☐ U

6. Professional Development and Institutional Engagement	At what level does the employee pursue professional development opportunities and participate in campus committees, councils, events, or diversity initiatives?	☐ E	☐ C	☐ S	☐ U

7. Employee Goals	At what level does the employee meet the goals described in their Administrative Self-Evaluation from last year (Form C) and/or other new objectives that occurred during the year?	☐ E ☐ C ☐ S ☐ U
8. Unit/Institutional Goals	At what level does the employee seek ways to improve processes at the department and/or college level? At what level does the employee engage in activities which foster the development and advancement of institutional goals?	☐ E ☐ C ☐ S ☐ U

Additional Remarks

Signatures

This evaluation has been reviewed and discussed with me.

Employee's Signature   Date

Appraiser's Signature   Date

Appraiser's Supervisor's Signature   Date

SCORING

Level	# of Categories	Multiplier	Points
E		3	
C		2	
S		1	
U		0	
Total Points			

Eligible for Merit?	

Note that employees are ineligible for Merit if a (U) is received in any category – OR – total points fall within the ineligible ranges.

MERIT LEGEND

Levels	Ranges
Excellent 2 (E2)	2.50-3.00
Excellent 1 (E1)	2.20-2.49
Commendable 2 (C2)	1.80-2.19
Commendable 1 (C1)	1.50-1.79
Ineligible for Merit (S)	*0.50-1.49*
Ineligible for Merit (U)	*0.00-0.49*

Employee's Merit Range *(Based on Total Points divided by 8 Evaluation Categories)*	
MERIT LEVEL *(if eligible)*	