

Self Evaluation for Administrative Faculty

3. Planning/Organization Skills	At what level does the employee effectively plan, organize, and follow through on work?
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?
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?
6. Professional Development and Institutional Engagement	At what level does the employee pursue professional development opportunities and participate in campus committees, councils, or events?

Self Evaluation for Administrative Faculty

Assessment of Last Year's Goals

Goals: Explain the results from objectives you have met, exceeded or were unable to meet during this performance evaluation period. Include in your narrative your planned actions, measurable outcomes, results and successes and impediments to the expected results. Make any other comments necessary to give insight into your accomplishments for the year.

Personal Goals: List your goals, professional growth and development plan for the next performance evaluation period.

Self Evaluation for Administrative Faculty

Unit/Institutional Goals: List your unit goals and objectives for the next evaluation period. Include in your narrative the resources needed to accomplish your unit's goals and objectives and when you expect to complete the goal.

--

Additional Comments

--

Signatures

Employee's Signature	Date
Appraiser's Signature	Date