PimaCommunityCollege

Administrator Performance Evaluation

Purposes of Evaluation of Administrators

Generally, the purpose of evaluation of administrators is to assess the quality and substance of administrative performance in the context of the College's mission, vision, and strategic goals, leading to continuous improvement of the institution. The role of a college administrator is exceedingly complex, diverse, and difficult. Accordingly, the evaluation must reflect the role and scope of administrative duties and expectations while fostering a positive climate for growth in professional competence and leadership.

Evaluation Cycle: Evaluations are to be completed in June of each year. Goals may be revised in December, if necessary, following the publication of the Chancellor's goals.

Instructions: Utilize the Comment section to provide examples relevant to the rating given. Both the administrator and the supervisor should include comments.

Rating: The rating is to be determined by the supervisor.

- Exceeds Standards (ES): Performance is exemplary, consistently superior and significantly exceeds the position requirements on a daily basis, as described under each competency.
- Meets Standards (MS): Performance consistently meets the position requirements. Assignments, responsibilities, goals and objectives are accomplished effectively with minimum supervision and/or direction.
- Needs Development (ND): Performance is not meeting expectation and improvement is expected. A plan to facilitate improvements will be developed and implemented

Completed forms should be sent to: Human Resources Department
Employee Relations
DO-1180

Annual Administrator Performance Evaluation

_____ _____

Employee Name Position Title

_____

Department Division Campus

_____

Supervisor Name, Title

Evaluation Cycle Period: From _____ To _____

Date Evaluation Completed: _____ Type of Review: ☐ Annual ☐ Revision

I. Open and Honest Communication

Competency I.1. Cultural Proficiency Treats others with courtesy, sensitivity and respect. Considers and responds appropriately to different people in different situations. Promotes civil communications among all employees, students and colleagues.	Rating ☐ ES ☐ MS ☐ ND

Comments:

Competency I.2. Timely and Consistent Information Sharing Establishes plans or systems to ensure communications fully support the work of the College, using multiple channels. Shares early and often. Communicates honestly, clearly and in a civil manner.	Rating ☐ ES ☐ MS ☐ ND

Comments:

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II. Supervision and Administration

Competency II.1. Effective Management Supports, enhances and facilitates employee development opportunities. Builds consensus, trust and confidence within his/her teams. Organizes and effectively structures, prioritize, delegates, arranges and facilitates the accomplishment of work activities.	Rating ☐ ES ☐ MS ☐ ND

Comments:

Competency II.2. Integrity and Honesty Behaves in an honest and fair manner and demonstrates consistency in words and actions. Establishes and personally models desired behavior.	Rating ☐ ES ☐ MS ☐ ND

Comments:

Competency II.3. Leveraging Diversity Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision, mission and values of the College. Takes full advantage of the rich backgrounds and abilities of all by recognizing the valuing differences, seeking inclusiveness, and considering and honoring differing points of view.	Rating ☐ ES ☐ MS ☐ ND

Comments:

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III. Evidence-based Decision Making and Planning

Competency III.1. Research and Data Uses appropriate research and data for decision making. Participates in institutional effectiveness, and evaluation and continuous improvement activities.	Rating ☐ ES ☐ MS ☐ ND

Comments:

Competency III.2. Strategic Planning Develops and implements effective strategic plans. Understands and provides evidenced-based information on the alignment between the College's strategic plan and the mission, the vision, and the Chancellor's goals and objectives.	Rating ☐ ES ☐ MS ☐ ND

Comments:

Competency III.3. Functional Knowledge and Skills Maintains currency in compliance topics appropriate for their work area and an awareness of compliance requirements in all other areas.	Rating ☐ ES ☐ MS ☐ ND

Comments:

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IV. Accountability

Competency IV.1. Fiscal Responsibility Allocates and accounts for the use of fiscal resources, and their benefits. Seeks ways to reduce costs. Demonstrates understanding of College finance and resource planning, including effective evaluation of financial resources.	Rating ☐ ES ☐ MS ☐ ND

Comments:

Competency IV.2. Initiative Defines objectives and strategies to meets requirements and organizational goals and objectives. Identifies and addresses areas of weakness that may affect organization performance.	Rating ☐ ES ☐ MS ☐ ND

Comments:

Competency IV.3. Shared Accountability Promotes continuous improvement for themselves and their team. Holds themselves and their team members accountable for the impact of their actions. Insures accomplishment and follow through of all unit tasks, College plan items, projects and policies.	Rating ☐ ES ☐ MS ☐ ND

Comments:

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V. Leadership

Competency V.1. Vision and Strategy Has highly developed sense of vision and clearly communicates that vision to others. Serves as a catalyst and takes initiative in building that vision. Utilizes innovation, and strategic opportunities t to champion change in the organization and the community.	Rating ☐ ES ☐ MS ☐ ND

Comments:

Competency V.2. Inspires Others Establishes clear, high standards and expectations and motivates others to achieve them. Encourages creative tension and differences of opinion. Anticipates and takes steps to prevent counterproductive confrontations. Influences others to translate vision into action.	Rating ☐ ES ☐ MS ☐ ND

Comments:

Competency V.3. Role Model Motivates others by exhibiting high personal standards of fairness, enthusiasm, honesty, accomplishment and civility. Personally models and sets standards for appropriate behavior towards all people. Models leadership by actively working to meet the College's mission, goals and priorities.	Rating ☐ ES ☐ MS ☐ ND

Comments:

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Current Goals: Self-Assessment

Review your goals and/or objectives for this current year. Identify key accomplishments, and challenges.

Goal or Objective	
Accomplishments:	
Challenges:	
Areas to focus on during next cycle:	
Supervisor's Comments	

Goal or Objective	
Accomplishments:	
Challenges:	
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(Note: The above table to be repeated as many times as necessary through a drop-down in the fillable pdf.)

Goals for the coming year

List three (3) goals which you can accomplish during the next evaluation period. Include specific resources (time, staffing, funding) that may be required in order to achieve the goals and/or objectives. Goals and/or objectives are to be related to the College's and Chancellor's goals and objectives.

Goal(s) and/or Objective(s)	**Resources**
1.	
2.	
3.	

Date: _____ Revision date (if needed): _____

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Overall Comments (to be completed by the Supervisor):

- List key aspects of performance that contribute to the overall evaluation.
- List key aspects of performance that may require development for greater effectiveness, including how the supervisor can assist.

×_____

Supervisor's Signature Date

×_____

Employee's Signature Date