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| **Umpqua Community College**  **Administrator Evaluation Process** |

The administrator evaluation process provides an ongoing, systematic process which provides individuals with feedback on performance, establishes goals and objectives for the coming year, recognizes excellence, and identifies areas for growth. The process should begin by the end of winter term so the evaluation is finalized by June 16th.

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| **Purpose** |

The purpose of the evaluation of administrators is to recognize and develop leadership ability and to assess job performance. The performance evaluation process at Umpqua Community College assists the individual whose work is assessed, improves the department which the individual is assigned, and benefits the college as a whole.

Current and accurate job descriptions and scope of assigned responsibilities for the administrator will be the basis for effective evaluations. Each evaluation process will be tailored to the individual position to the extent possible and conducted for the following primary purposes:

1. To guide professional development for the administrator.
2. To recognize and enhance the effectiveness and job performance of the administrator.
3. To develop plans for improvement and innovation.

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| **Annual Evaluation Process** |

**Evaluee’s Responsibilities**

The evaluee (administrator being evaluated) is responsible for the following:

1. Timely completion of the Administrator Self Evaluation form, forwarding it to supervisor.
2. Full participation.
3. Addition of evaluee’s comments to the final evaluation (optional).

**Senior Administrator Responsibilities**

The senior administrator is accountable for the administration of the Administrator Evaluation Process according to established Board Policy and for follow-up activities as appropriate.

1. Complete Administrator Annual Review by Supervisor and Evaluation of Core Competencies.
2. Establish meeting with evaluee to review prior year and discuss completed evaluation/review forms and create expectations for coming year.
3. Ensure that final evaluation is signed by evaluee and supervisor.
4. Forward final evaluation to Human Resources to be filed in Evaluee’s personnel file. A copy of the final evaluation will be provided to the evaluee by supervisor.

**Human Resources Responsibilities**

The Human Resources Department is responsible for the following:

1. Filing of signed final evaluation in evaluee’s personnel file.

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| **Umpqua Community College**  **Administrator Annual Self Evaluation** | |
| **Administrator’s Name** |  |
| **Administrator’s Dept.** |  |
| **Administrator’s Title** |  |
| **Review Period** |  |
| **Supervisor’s Name** |  |
| **Supervisor’s Title** |  |

**Part 1: Position Linkage with College Mission and Goals**

Give a brief summary of how the duties and responsibilities of your position link or contribute to the achievement of the college’s mission and goals, with particular attention to student success.

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**Part 2: Performance Feedback**

Describe how well you have done in carrying out job responsibilities and performance expectations during the past year. Please speak to:

1. Goals for previous year
2. How you gather information from your peers and direct reports; describe how you incorporated or used this feedback in your daily work.

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**Part 3: Expectations for the Next Year**

Identify specific objectives, outcomes, special assignments and/or core competencies upon which you should focus to reinforce your success and contribute to the college during the next year.

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**Part 4: Training & Development**

Identify training and development needs and opportunities upon which you should focus during the next year.

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**Part 5: Organizational Support**

Identify your suggestions as to how your supervisor, co-workers, and/or college management can support you in your present position and with future career goals.

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Evaluee’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Umpqua Community College**  **Administrator Annual Review by Supervisor** | |
| **Administrator’s Name** |  |
| **Administrator’s Dept.** |  |
| **Administrator’s Title** |  |
| **Review Period Date** |  |
| **Supervisor’s Name** |  |
| **Supervisor’s Title** |  |

**Part 1: Position Linkage with College Mission and Goals**

Give a brief summary of how the duties and responsibilities of the administrator’s position links or contributes to the achievement of the college’s mission and goals with particular attention to student success.

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**Part 2: Performance Feedback**

Describe how well the administrator has done in carrying out job responsibilities and performance expectations during the past year.

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**Part 3: Expectations for the Next Year**

Identify specific objectives, outcomes, special assignments and/or core competencies upon which the administrator should focus to reinforce success and contribute to the college during the next year.

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**Part 4: Training & Development**

Identify training and development needs and opportunities upon which the administrator should focus during the next year.

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**Part 5: Organizational Support**

Identify suggestions as to how the administrator can be supported by others (supervisor, co-workers, and/or college management) in the present position and with future career goals.

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Evaluee’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Umpqua Community College**  **Administrator Core Competencies** |

* **Accountability**

Accepts personal responsibility for the quality and timeliness of work; can be relied upon to achieve excellent results with little need for oversight.

* **Adaptability**

Adapts easily to changing needs, conditions and work responsibilities; adapts approach, goals, and methods to achieve successful solutions and results in dynamic situations.

* **Communications Effectiveness**

Conveys clear, timely, persuasive messages that positively influence the thoughts and actions of others.

* **Creativity & Innovation**

Develops innovative ideas that provide solutions to all types of workplace challenges.

* **Customer Focus**

Builds and maintains internal and external customer satisfaction with the products and services offered by the college.

* **Ethics & Integrity**

Earns the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness, and professionalism in all interactions.

* **Inclusiveness**

Actively contributes to a work environment that embraces diversity and uses diverse perspective to enhance the attainment of organizational goals.

* **Performance Leadership**

Creates and nurtures a performance-based culture that supports efforts to accomplish the college’s mission and goals.

* **Relationship Building**

Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect.

* **Results Orientation & Initiative**

Focuses on results and desired outcomes and how best to achieve them; identifies what needs to be done and proactively takes appropriate action; gets the job done.

* **Teamwork**

Is willing to help others, resolve problems quickly, and get along with co-workers; maintains a positive, supportive work environment; promotes a “can do” attitude to achieving goals.

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| **Umpqua Community College**  **Administrator Core Competencies Evaluation** | |
| **Administrator Name** | **Date:** |
| **Administrator Title** |  |
| **Administrator Dept.** |  |

**The following 5 point scale is used in reviewing performance. Please rate this administrator’s performance related to the core competencies listed below:**

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| **FIVE POINT RATING SCALE** |

**SE = Significantly exceeds expectations**

**EE = Exceeds expectations**

**ME = Meets expectations**

**PE = Partially meets expectations**

**NI = Needs Improvement \***

*\*In the event that “Needs Improvement” is selected for any competency,   
a plan for improvement must be established.*

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| **Core competency** | **Comments** | **Scale** |
| **Accountability** |  |  |
| **Adaptability** |  |  |
| **Communications Effectiveness** |  |  |
| **Creativity & Innovation** |  |  |
| **Customer Focus** |  |  |
| **Ethics & Integrity** |  |  |
| **Inclusiveness** |  |  |
| **Performance Leadership** |  |  |
| **Relationship Building** |  |  |
| **Results Orientation & Initiative** |  |  |
| **Teamwork** |  |  |

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| **Three Strengths of This Administrator** |
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| **One Area of Growth/Training/ Improvement for This Administrator** |
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| **Additional Comments** |
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| **Acknowledgement of Review** |
| **Signature below does not indicate agreement of this evaluation, only review of the document.**  **I \_\_\_\_\_\_agree \_\_\_\_\_\_ disagree with this evaluation. If disagree, provide reasons why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Job Description:**  Has been reviewed, is current and signed copy attached \_\_\_\_\_\_\_  Job description has been updated and signed copy is attached \_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Printed Supervisor Name Printed Evaluee Name**    **­­­­­­­­­­­­­­­­­­­**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_ \_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_**  **Signature of Supervisor Signature of Evaluee**    ­­­­­­­­­­­­­­­­­­­  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Printed Name Senior Administrator Printed Name Director Human Resources**    **­­­­­­­­­­­­­­­­­­­**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_ \_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_**  **Signature of Senior Administrator Signature of Director Human Resources** |

*Revised 5/16/2017*