

Administrative Faculty Evaluation Competencies for Success

Competencies are broad because of the variety of jobs and responsibilities of administrative faculty. It is recognized that there may be additional competencies that should be added for some positions. This approach to competencies provides maximum flexibility in evaluating performance. If you elect to create additional competencies, provide a brief description so the competency is understood by the supervisor and the employee. The definition of each *Competency* is listed in the left column, the *Individual Contributor Descriptors* are listed in the middle column, and the *Manager Descriptors* are in the right column. An Individual Contributor is an employee that does not supervise other employees. A Manager has responsibility for supervision of employee(s). The **descriptors** in the Manager column that are ***bold and italicized*** are in addition to descriptors noted in the Individual Contributor column.

Competency	Individual Contributor-Descriptors	Manager-Descriptors
<p>Human Resource Responsibilities:</p> <p>Performs within established personnel policies and guidelines. Contributes to self-growth and development of others.</p>	<ul style="list-style-type: none"> • Follows established policies and procedures. • Seeks development opportunities to improve personal performance. • Provides relevant input to the policy development process. • Supports a safe and harassment free environment by practicing behaviors that are respectful of all individuals. 	<ul style="list-style-type: none"> • Seeks development opportunities to improve personal performance. • Provides relevant input to the policy development process. • <i>Manages people to achieve unit and university goals.</i> • <i>Clearly communicates direction and goals.</i> • <i>Models, understands and enforces personnel policies affecting unit/division.</i> • <i>Fosters a climate of employee development.</i> • <i>Ensures a safe and harassment free work place.</i> • <i>Provides constructive feedback to employees.</i> • <i>Treats employees in a fair and consistent manner.</i>