

## 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><b>Resource Responsibilities:</b></p> <p>Manages personal time, work schedule and resources to maximize performance and contribution to the organization.</p>	<ul style="list-style-type: none"> <li>• <u>Time Management</u>: Shows punctuality with work habits and meetings. Schedules meetings in an efficient manner when necessary.</li> <li>• <u>Productivity</u>: Demonstrates work habits that consistently lead to high productivity. Finds new methods to complete tasks and “work smarter”. Completes functional tasks in an efficient and competent manner.</li> <li>• <u>Technology</u>: Competent with various aspects of the technology necessary to perform job function. Willingly explores new technologies that may be beneficial.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Time Management</u>: Shows punctuality with work habits and meetings. Schedules meetings in an efficient manner when necessary. <b><i>Able to discern priorities in a changing environment.</i></b></li> <li>• <u>Productivity</u>: Demonstrates work habits that consistently lead to high productivity. Finds new methods to complete tasks and “work smarter”. Completes functional tasks in an efficient and competent manner. <b><i>Creates climate that encourages new and innovative approaches to work. Understands and can balance the demands and capacity of the work group.</i></b></li> <li>• <u>Technology</u>: Is familiar with all aspects of the technology necessary to</li> </ul>

Competency	Individual Contributor-Descriptors	Manager-Descriptors
	<ul style="list-style-type: none"> <li data-bbox="821 240 1297 375">• <u>Innovation</u>: Develops new and better ways to improve aspects of the job function. Thinks in a creative manner about tasks.</li> </ul>	<p data-bbox="1446 240 1938 412">perform job function. Willingly explores new technologies that may be beneficial. <i>Assesses technological solutions and enhancement to current systems.</i></p> <ul style="list-style-type: none"> <li data-bbox="1402 461 1938 672">• <u>Innovation</u>: Develops new and better ways to improve aspects of the job function. Thinks in a creative manner about tasks. <i>Fosters creativity and original thought. Challenges employees for new solutions.</i></li> </ul>