

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>Teamwork:</p> <p>Works cooperatively with fellow employees and with other individuals indirectly associated with the employee's division, unit or program.</p>	<ul style="list-style-type: none"> • <u>Teamwork</u>: Contributes to teamwork internally and externally to the unit – willingly performs assigned and unassigned duties and responsibilities as part of their work, assists others with their work as it relates to the goals and objectives of their program. • <u>Interpersonal Relations</u>: effectively interacts and relates to people within their unit or program and other University employees and individuals outside the university to achieve productivity. • <u>Morale</u>: Consistent positive morale in work group – demonstrates ability and the knowledge to help employees accomplish tasks and assignments related to their jobs and overall work through positive influence and attitude. 	<ul style="list-style-type: none"> • <u>Teamwork</u>: Contributes to teamwork internally and externally to the unit – willingly performs assigned and unassigned duties and responsibilities as part of their work, and assists others with their work as it relates to the goals and objectives of their program. <i>Coaches employees on strategizing and influencing others to achieve common goals.</i> • <u>Interpersonal Relations</u>: interacts and relates to people within their unit or program and other University employees and individuals outside the university. <i>Effectively relates to subordinates and all levels of administration.</i> • <u>Morale</u>: Consistent positive morale in work group – demonstrates ability and knowledge to help employees accomplish tasks and assignments

Competency	Individual Contributor-Descriptors	Manager-Descriptors
	<ul style="list-style-type: none"> • <u>Collaboration</u>: Illustrates he/she has the communication and work skills to interact with people and help them think through the issues, challenges and needs related to their work and overall goals of the University . 	<p>related to their jobs and overall work. <i>Effectively resolves issues between individuals and respects concerns of others.</i></p> <ul style="list-style-type: none"> • <u>Collaboration</u>: Illustrates that he/she has the communication and work skills to interact with people and help them think through the issues, challenges, and needs related to their work and overall goals of the University. <i>Encourages teamwork and group achievement.</i>