

## 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>Analytical Thinking:</b></p> <p>Examines possible data and information sources thoroughly. Considers options and consequences of available choices. Proposes alternatives.</p>	<ul style="list-style-type: none"> <li>• Identifies root causes of problems, secures relevant information, and identifies possible solutions.</li> <li>• Assesses situations quickly and effectively – asks the right questions to understand the situation.</li> <li>• Seeks out data to analyze problems; doesn't rush judgment.</li> <li>• Effectively trouble-shoots; analyzes process/output problems by thinking through root causes.</li> <li>• Makes sense of confusing or conflicting information.</li> <li>• Generates alternative solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies root causes of problems, secures relevant information, and identifies possible solutions.</li> <li>• Assesses situations quickly and effectively - asks the right questions to size up situations.</li> <li>• Makes sense of confusing or conflicting information.</li> <li>• Generates alternative solutions.</li> <li>• <b><i>Seeks out data from several sources to make an informed decision.</i></b></li> <li>• <b><i>Accurately evaluates both operating and customer requirements when making a business decision.</i></b></li> </ul>