

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>Diversity and Inclusion Acknowledges the value of diversity in the workplace. Accepts differences in opinions, thoughts, cultures, and lifestyles.</p>	<ul style="list-style-type: none"> • Helps to create a work environment that is respectful and accepting of diversity • Encourages ideas and concepts that lead to empowerment and inclusion of all individuals. • Attends affirmative action/sexual harassment training as required every three years. 	<ul style="list-style-type: none"> • Helps to create a work environment that is respectful and accepting of diversity. • Encourages ideas and concepts that lead to empowerment and inclusion of all individuals. • Attends affirmative action/sexual harassment training as required every three years. • <i>Responds to the employee/ department needs of diverse populations including economical diversity, cultural and multi-lingual diversity, and special needs.</i> • <i>Pro-active management style that promotes recognition and value of a diverse workforce; including diversity training.</i> • <i>Promotes diversity in recruitment methods and selection of a qualified</i>

Competency	Individual Contributor-Descriptors	Manager-Descriptors
		<i>and diverse staff.</i> <ul style="list-style-type: none">• <i>Applies affirmative action principles in promotion decisions.</i>