

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>Financial Responsibilities:</p> <p>Considers economic impact of decisions and cost/benefit of resource allocation.</p>	<ul style="list-style-type: none"> • Performs duties in a manner that optimizes financial resources. • Continually evaluates and recommends operations to control costs and reduce expenditures. • Seeks collaborative opportunities to maximize efficiencies. 	<ul style="list-style-type: none"> • Continually evaluates and recommends operations to control costs and reduce expenditures. • Seeks collaborative opportunities to maximize efficiencies. • <i>Manages budget for optimal use of financial resources.</i> • <i>Controls operating costs.</i> • <i>Ensures that unit adheres to all fiscal policies and procedures.</i>