

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>Program/Project/Functional Knowledge:</p> <p>Exhibits knowledge base and expertise required to be successful in the job. This includes the “how” to do the job and “how” the individual’s work fits into the overall unit and the organization. Includes teaching and research duties where applicable.</p>	<ul style="list-style-type: none"> • <u>Job knowledge:</u> Strives to be the subject matter expert for current job. Stays current in discipline by seeking out and learning new information pertinent to performance of duties. • <u>Planning:</u> Optimizes time and resources through short and long term planning. Understands impact of personal actions on others in the work group and visa-versa. • <u>Organizational Knowledge:</u> Understands the organization’s goals and structure. Navigates through the organization to find solutions to problems and issues. Understands the role of the department in achieving the university’s mission. 	<ul style="list-style-type: none"> • <u>Job knowledge:</u> Strives to be the subject matter expert for current job. Stays current in discipline by seeking out and learning new information pertinent to performance of duties. <i>Manages and develops staff so that employees maintain required knowledge level to perform. Assesses and distributes required information to support employees in their job function.</i> • <u>Planning:</u> Optimizes time and resources through short and long term planning. Understands impact of personal actions on others in the work group and visa versa. <i>Extrapolates long term strategic plans into short term operational actions. Makes office/departmental plans that best use the abilities of staff.</i> • <u>Organizational Knowledge:</u>

Competency	Individual Contributor-Descriptors	Manager-Descriptors
	<ul style="list-style-type: none"> <li data-bbox="821 272 1325 483">• <u>Focus on Results</u>: Understands how personal work contributes to overall success and functioning of the work unit. Achieves results and objectives within established time frame. 	<p data-bbox="1446 233 1940 557">Understands the organization’s goals and structure. Navigates through the organization to find solutions to problems and issues. Understands the role of the department in achieving the university’s mission. <i>Guides and counsels employees on approach and strategy in dealing with organizational issues.</i></p> <ul style="list-style-type: none"> <li data-bbox="1400 565 1940 854">• <u>Focus on Results</u>: Understands how personal work contributes to overall success and functioning of the work unit. Achieves results and objectives within established time frame <i>Recognizes and adapts to shifting priorities while maintaining focus on short and long term results.</i>