

2006

updated 06/06/06

Tarleton State University Supervisory/Managerial Performance Evaluation

Employee Name Peer, Gary UIN _____

Position Title Provost Department Academic Affairs

Evaluate the employee's performance since the last annual review on the calendar which best describes the performance level. The evaluator should include supporting evidence for each rating. A RATING OF 5 IS THE HIGHEST POSSIBLE. A RATING OF 1 IS THE LOWEST.

5 = EXCEEDS ALL EXPECTATIONS <i>Excellent</i> Consistently achieves results superior to expectations.	4 = EXCEEDS EXPECTATIONS <i>Above Average</i> Occasionally exceeds job requirements.	3 = MEETS EXPECTATIONS <i>Average</i> Normally achieves job expectations.	2 = BELOW EXPECTATIONS/ NEEDS IMPROVEMENT <i>Below Average</i> Work is below average, not of quality expected; requires improvements.	1 = FAR BELOW EXPECTATIONS <i>Unsatisfactory</i> Unacceptable; considerable and immediate improvements are necessary.
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1. PROVIDE ACADEMIC LEADERSHIP AS CAO	5	4	3	2	1
COMMENTS:					
2. SERVICE AS CHAIR/MEMBER OF UNIVERSITY COMMITTEES	5	4	3	2	1
COMMENTS:					
3. MAINTAIN ACADEMIC INTEGRITY	5	4	3	2	1
COMMENTS:					
4. BUDGETING	5	4	3	2	1
COMMENTS:					



PLANNING	COMMENTS	5	4	3	2	1
Establishes both short and long term plans to meet future needs. Shows foresight in recognizing problems in areas of responsibility. Foresees changes and trends relevant to area of responsibility. Adheres to schedules and plans.			X			
ADMINISTRATION	COMMENTS	5	4	X	2	1
Gives attention to those areas of responsibility that are of an ongoing nature. Follows up on problems and decisions. Maintains controls over areas of accountability. Keeps own areas of responsibility, and all associated system and procedures, functioning smoothly over extended periods of time. Takes a proactive role in affirmative action.				X		
FINANCIAL	COMMENTS	5	X	3	2	1
Tracks and adheres to financial plan. Makes sound decisions that consider cost/benefit. Accurately estimates expense levels, capital budgets, and other factors. Shows innovation in reducing expenses.			X			
JUDGEMENT/DECISION MAKING	COMMENTS	5	X	3	2	1
Accumulates all relevant information prior to making job-related decisions. Presents well considered alternatives when making recommendations. Makes decisions in a timely manner. Notifies all affected parties prior to implementing decisions.			X			
COMMITMENT TO CUSTOMER SERVICE	COMMENTS	X	4	3	2	1
Maintains courtesy and diplomacy with internal customers and external contacts. Available to respond to customer needs. Prevents unnecessary delays for customers. When necessary, communicates policies to the customer effectively and accurately. Listens effectively.	<i>exceeds all expectations</i>					
PERFORMANCE STANDARDS	COMMENTS	5	X	3	2	1
Communicates performance standards to employees. Evaluates employees based on measurable behavior or results. Puts time and effort into improving performance in assigned areas of responsibility.			X			
INNOVATION AND CHANGE	COMMENTS	5	X	3	2	1
Initiates change when necessary. Takes action quickly to correct or prevent problems. Generates ideas and creative solutions. Shows enthusiasm for new ideas, programs, and procedures.			X			

MANAGEMENT EFFECTIVENESS	COMMENTS	5	4	3	2	1
Delegates, then supervises performance. Maintain composure under trying circumstances. Utilizes personal time effectively. Shows organization in filing and record keeping.			X			
KNOWLEDGE	COMMENTS	5	4	3	2	1
Demonstrates technical knowledge. Displays knowledge and expertise of sound management practices. Directs efforts towards personal improvement of job knowledge.			X			
EMPLOYEE RELATIONSHIPS AND DEVELOPMENT	COMMENTS	5	4	3	2	1
Selects competent employees. Trains and develops employees. Demonstrates flexibility in administrative techniques and styles when working with employees of different skills and abilities. Gives positive or negative reinforcement promptly to improve employee's performance. Periodically meets with employees to share information that will affect them. Respects and encourages diversity in the workplace.			X			
ORGANIZATIONAL RELATIONSHIPS	COMMENTS	5	4	3	2	1
Executes directions and plans received from superiors and higher administrative units independent of personal likes/dislikes. Accepts criticism and feedback from management with minimum defensiveness. Demonstrates skill in communicating with others orally (for example, conducting meetings or speaking.) Provides information help to superiors or peers when needed. Shows appropriate assertiveness in expressing and advocating points of view. Writes reports and memos which are clear and useful.			X			

Future goals and Performance Improvement Development Plan:

Summary

MAJOR JOB ELEMENTS

1.	5	4	3	2	1
2.	5	4	3	2	1
3.	5	4	3	2	1
4.	5	4	3	2	1

PERFORMANCE FACTORS

Planning	5	4	3	2	1
Administration	5	4	3	2	1
Financial	5	4	3	2	1
Judgement/Decision Making	5	4	3	2	1
Commitment to Customer Service	5	4	3	2	1
Performance Standards	5	4	3	2	1
Innovation and Change	5	4	3	2	1
Management Effectiveness	5	4	3	2	1
Knowledge	5	4	3	2	1
Employee Relationships and Development	5	4	3	2	1
Organizational Relationships	5	4	3	2	1

OVERALL RATING (OPTIONAL)

5	4	3	2	1
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[Handwritten Signature]
Employee Signature *

4-14-06 Date
Comments Attached? Yes No

[Handwritten Signature]
Supervisor's Signature

4/29/06 Date

[Handwritten Signature]
Department Head Signature

4-26-06 Date

*Signature signifies receipt of evaluation only, and does not necessarily indicate agreement.

I rely heavily on your leadership which is very effective. It is recognized throughout the campus that you are a leader, a moral leader, and a leader.