FLORIDA A&M UNIVERSITY

ANNUAL PERFORMANCE APPRAISAL

SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS

Name: ____________________________________________

Title: ____________________________________________

Division: __________________________________________

Department: ________________________________________

Evaluation Period: (From) ________________ (To) ________________
ANNUAL PERFORMANCE APPRAISAL

Annual performance appraisals are conducted each year for the purpose of focusing on overall accomplishments and professional growth for a particular year. These reviews may also have a focus that changes from year to year. In general, annual reviews provide a mechanism by which to manage performance and focus professional development efforts for the coming year.

More specifically, Annual Performance Appraisals are conducted for the purposes of:

- Recognizing professional growth and achievements;
- Improving individual performance to benefit personal, division and institutional effectiveness;
- Focusing individual professional development plans for the coming year;
- Fostering responsible leadership and management of all resources; and
- Determining salary increases based on the performance of responsibilities of the position.
SECTION I. Core Responsibilities of Position (The administrator should complete this section incorporating his/her job description and the mission of the division/department.)
SECTION II. ASSESSMENT

A. Goals and Objectives for the Previous Year: 2007 - 2008 (List your major goals and objectives at the beginning of the previous fiscal year. Indicate whether the goal was achieved, and list any barriers to achieving the goal. The appraiser will complete the "comments by appraiser" section.)

Goal 1:

☐ Achieved  ☐ Not Achieved

Comments by appraiser:

Goal 2:

☐ Achieved  ☐ Not Achieved

Comments by appraiser:
A. Goals and Objectives for the Previous Year: 2007 - 2008 (List your major goals and objectives at the beginning of the previous fiscal year. Indicate whether the goal was achieved, and list any barriers to achieving the goal. The appraiser will complete the "comments by appraiser" section.)

Goal 3:

☐ Achieved ☐ Not Achieved

Comments by appraiser:

Goal 4:

☐ Achieved ☐ Not Achieved

Comments by appraiser:
A. Goals and Objectives for the Previous Year: 2007 - 2008 (List your major goals and objectives at the beginning of the previous fiscal year. Indicate whether the goal was achieved, and list any barriers to achieving the goal. The appraiser will complete the "comments by appraiser" section.)

Goal 5:

☐ Achieved  ☐ Not Achieved

Comments by appraiser:
SECTION II. ASSESSMENT

B. Performance Factors (The appraiser should complete this assessment based on the administrator’s performance of the core responsibilities of the position and the progress achieved on the goals and objectives for the previous fiscal year.)

| Rating Scale: | 5 – Outstanding; 4 – Exceeds Expectations; 3 – Meets Expectations; 2 – Needs Improvement; 1 – Unsatisfactory |

Planning
1. Sets goals, objectives, and priorities that support the mission of the University
2. Collaborates with the administration, faculty and staff in planning as appropriate
3. Designs annual and long range plans compatible with FAMU’s Strategic Plan

Leadership
1. Stimulates creative program development and implementation consistent with established goals and objectives
2. Effectively and appropriately delegates responsibility and authority to subordinates
3. Promotes quality improvement with dedication, motivation, enthusiasm and initiative
4. Communicates expectation of quality work and considers quality of work when evaluating subordinates' performance
5. Establishes direction and achieves intended results by working through others
6. Develops and maintains effective working relationships with supervisors, peers and subordinates
7. Displays personal concern and professional respect for subordinates
8. Holds subordinates accountable for their performance while assuming personal responsibility for actions of subordinates

Task and Project Management
1. Manages participatively without micromanaging
2. Encourages subordinates to accomplish tasks through inter-unit teams with appropriate communication
3. Establishes attainable objectives and timelines
4. Establishes and communicates priorities
5. Recognizes and responds effectively to unexpected situations
6. Handles crucial situations and pressures calmly and effectively
7. Assigns work to employees clearly and coordinates work within the unit

Employee Management
1. Demonstrates commitment to equal employment opportunity and affirmative action
2. Identifies staff training needs and provides opportunities within available resources to enable subordinates to address those needs
3. Praises publicly, critiques privately
4. Utilizes appropriate accountability measures to determine annual and long-range progress
SECTION II. ASSESSMENT (cont’d)

B. Performance Factors
(The appraiser should complete this assessment based on the administrator’s performance of the core responsibilities of the position and the progress achieved on the goals and objectives for the previous fiscal year.)

Rating Scale: 5 – Outstanding; 4 – Exceeds Expectations; 3 – Meets Expectations; 2 – Needs Improvement; 1 – Unsatisfactory

5. Explains to faculty and staff their performance expectations and apprises them periodically of their strengths and weaknesses

6. Develops performance expectations in consultation with subordinates

7. Makes objective and unbiased decisions relative to hiring, tenure, promotion, and merit consideration

8. Makes administrative/faculty changes when necessary to accomplish the mission of the University and its colleges/divisions/departments/units.

Budget Management and Resource Stewardship

1. Adheres to required fiscal, personnel and physical control policies of the university/division/department

2. Manages resources to maximize unit and organizational effectiveness

3. Monitors performance to budget

4. Controls costs to remain within budgets

Problem Solving

1. Demonstrates willingness to initiate novel ideas and solutions

2. Consistently seeks better ways of doing things

3. Makes sound and timely decisions

4. Solicits and considers all relevant information in making decisions

5. Develops effective solutions to organizational problems

6. Involves faculty and staff in decision making and in formulating policies and procedures

Professional Commitment

1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure

2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University

3. Holds membership in professional organizations, keeps current in field or expertise, and has self-improvement program

4. Displays enthusiasm, energy and inventiveness in fulfilling responsibilities

5. Accepts unexpected assignments and responds well to tight time deadlines

Working Effectively with External and Internal Constituencies

1. Maintains open lines of communication with administration, faculty, staff and students

2. Communicates effectively with senior administration, with peer administrators or managers, and with subordinates

3. Obtains and disseminates information to others with a "need to know"
SECTION II. ASSESSMENT (cont’d)

B. Performance Factors (The appraiser should complete this assessment based on the administrator’s performance of the core responsibilities of the position and the progress achieved on the goals and objectives for the previous fiscal year.)

| Rating Scale: | 5 - Outstanding; 4 - Exceeds Expectations; 3 - Meets Expectations; 2 - Needs Improvement; 1 - Unsatisfactory |

4. Represents the University appropriately and effectively before external public and private constituencies

5. Solicits and responds to the needs and expectations of customers

6. Performs outreach activities in the community

SUMMARY RATING: ________
SECTION II. ASSESSMENT (cont’d)

C. Appraisal Summary

Narrative Summary By Appraiser

Employee Comments (optional)
SECTION III. PLANNING

A. Long Range Goals (3-year plan)

B. Goals and Objectives for Current Year (2008 - 2009)
SECTION IV. EMPLOYEE DEVELOPMENT

A. Opportunities for Growth (List the new skills that need to be developed and the improvements to be achieved. This should include new skills or knowledge that will need to be developed to achieve the new goals established in Section III. This should also include performance factors that were rated “needs improvement” or “unsatisfactory”.)

B. Strategies to Achieve Growth (Indicate the steps that can be taken to achieve the growth identified above. Give careful consideration to “barriers to achieving goals” in Section II.A.)

Administrator’s Signature ___________________________ Date ________________

President’s Signature ______________________________ Date ________________

The signature of the administrator indicates receipt of the evaluation. It does not necessarily imply agreement.