

## ADMINISTRATIVE EVALUATION FORMAT

### I. EMPLOYEE DATA

Employee Name \_\_\_\_\_ Banner ID \_\_\_\_\_  
Job Title \_\_\_\_\_ Position Number \_\_\_\_\_  
Division \_\_\_\_\_ Campus \_\_\_\_\_  
Prepared By \_\_\_\_\_ Date \_\_\_\_\_  
Evaluation Period FROM: \_\_\_\_\_ TO: \_\_\_\_\_

### II. DIRECTIONS

The first section of each rating consists of ten (10) defined rating factors and three (3) levels of performance for each.

The supervisor should carefully read the definition of each level and choose the description that best describes the employee being rated. The rating may be documented by examples of performance drawn from the employee's work during the rating period. The Supervisor should use as a reference any mutually agreed on verbal expectations, summaries prepared for budget purposes, or other materials available which serve to establish a basis for evaluating the employee's performance and accomplishments during the rating period.

Upon completion of the rating procedure, an average factor score shall be determined by adding the numbers of each behavioral description checked. The sum should then be divided by the number of factors upon which the employee was evaluated. The quotient should be rounded off two places to the right of the decimal. This average score is used to determine the overall rating.

**If it is recommended that the Administrator's contract not be renewed, the evaluation portion of this form should not be completed. Only Sections I, V and VII should be completed.**

A conference will be held with the Administrator for whom the content of this evaluation will be discussed prior to submission of the evaluation. The Administrator will be provided an opportunity to comment and/or refute in writing on the evaluation form any entries made by the supervisor.

The original form will be maintained in the employee's personnel file in the Office of Human Resources.

A. Fiscal Responsibility: Prepares budget properly in a timely manner and in accordance with College policy; utilizes available resources to realize maximum benefit at minimum expense; maintains the efficiency of operations and provides services in a cost efficient manner; effects cost reductions by eliminating nonessential activities or expenses.

1. Below Standards       2. Meets Standards       3. Above Standards

COMMENTS:

B. Leadership: Willingness to initiate actions or plans and to take overall responsibility for progress of area of responsibility in accordance with the highest standards of ethical and moral behavior; receives and properly exercises commensurate authority to accomplish all assigned duties and responsibilities, and accepts full accountability for all results.

1. Below Standards       2. Meets Standards       3. Above Standards

COMMENTS:

C. Administration/Operations: Develops necessary objectives, policies, plans, and procedures governing operations within area of responsibility and makes certain they are in harmony with the College objectives, policies, and procedures.

1. Below Standards       2. Meets Standards       3. Above Standards

COMMENTS:

D. Staffing: Provides for optimum utilization and development of employees; ensures that positions are staffed with competent people, that proper and corrective action is taken when needed and that replacements are trained and developed so that qualified successors are available for key positions when needed. Determines that organizational plan and manpower requirements necessary for the attainment of the established objectives of the assigned functions; follows College policy in the employment, termination or alteration of the position or compensation of any College employer.

1. Below Standards       2. Meets Standards       3. Above Standards

COMMENTS:

E. Communication: Establishes the communication and coordination necessary for effective controlled operations within area of responsibility; keeps other personnel informed of anything affecting them; seeks, receives, and utilizes the advice, assistance, consultation and guidance available from other persons within the College with respect to any action or decisions as appropriate through the chain of command.

1. Below Standards                       2. Meets Standards                       3. Above Standards

COMMENTS:

F. Knowledge: Maintains a thorough knowledge and understanding of and operates according to all objectives, policies, plans, procedures, laws, rules, and regulations related to area of responsibility and requires same of all subordinate personnel. Keeps up-to-date and well informed on all matters that would contribute to efficiency, improvement, and progress throughout area of responsibility.

1. Below Standards                       2. Meets Standards                       3. Above Standards

COMMENTS:

G. Work Environment: Maintains high individual and team morale among colleagues through effective leadership, guidance, counsel, and communication, and creates a work atmosphere in which associates can develop the knowledge, abilities, and personal qualities necessary for the proper functioning of the College.

1. Below Standards                       2. Meets Standards                       3. Above Standards

COMMENTS:

H. Planning/Organizing: Plans and schedules work so that it can be carried out efficiently, effectively, and safely; sets and meets the stated goals and objectives of organizational unit; commits activities to a realistic but challenging schedule; and activities are complimentary to the larger organizational objectives.

1. Below Standards                       2. Meets Standards                       3. Above Standards

COMMENTS:

I. Equity Accountability: Has made progress toward meeting the annual and long-term goals and objectives of the equity update plan in accordance with F.S. 1012.86 (3)(b). Annual budget allocations for positions and fundings must be taken into consideration in the evaluation.

1. Below Standards       2. Meets Standards       3. Above Standards

COMMENTS:

J. College Accountability: Develops and ensures attainment of the performance goals established in the College's Accountability Plan, as required by F.S. 1008.45. A management and accountability process which provides for the systematic, on-going improvement and assessment of the improvement of the quality and efficiency of the College must be included in the evaluation.

1. Below Standards       2. Meets Standards       3. Above Standards

COMMENTS:

**III. POINT SUMMARY**

FACTOR	POINTS
A. Fiscal Responsibility	_____
B. Leadership	_____
C. Administration/Operations	_____
D. Staffing	_____
E. Communications	_____
F. Knowledge	_____
G. Work Environment	_____
H. Planning/Organizing	_____
I. Equity Accountability	_____
J. College Accountability	_____
Total	_____
	÷ 10 = _____
	(Number of Factors)      (Average Score)

<u>Average Score</u>	<u>Overall Rating</u>
1.0 – 1.99	Below Standards (Needs Improvement)
2.0 – 2.49	Meets Standards
2.5 – 3.0	Above Standards

**IV. CLASSIFICATION (Initial the appropriate block)**

- Administrator  Grandfathered Exempt

**V. CONTRACT TYPE: (Initial the appropriate block)**

- Renewal of Annual Contract  
 Non-renewal of Annual Contract  
 Continuation on Continuing Contract with corresponding leave of absence from faculty status to occupy above position.

**VI. DUTY DAYS: (Initial the appropriate block)**

- Full 12-month contract (243 duty days)  
 Other (Specify)\*:

\*Above denotes an item requiring documentation on separate sheets attached to this form.

**VI. COMMENTS AND SIGNATURE OF EMPLOYEE** - Signature does not indicate agreement with the evaluation results but indicates the evaluation was reviewed and discussed with the employee.

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Administrator Date

**VII. ENDORSEMENTS:**

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Supervisor (if appropriate) Date

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Dean/Director/  
Campus President (Charlotte and Collier only) Date

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Appropriate Vice President Date