

Texas A&M AgriLife Performance Evaluation for Unit Heads & Administrators

Name: _____

This performance evaluation provides a format for consistent evaluation of unit heads based on five key competencies. Administrators will be evaluated in the areas of leadership, administration and management, planning, external relations/development, and self management as applicable. The following ratings are used: 1 = Significantly Exceeds Expectations, 2 = Exceeds Expectations, 3 = Meets Expectations, 4 = Partially Meets Expectations, 5 = Does Not Meet Expectations

Prior to the completion of the evaluation, documentation regarding achievements is to be forwarded to the supervisor(s) by the individual being evaluated.

Instructions: For each competency, supervisors should select a rating that most closely matches the supervisors' observations and provide specific comments.

LEADERSHIP

Articulates a vision for Texas A&M AgriLife, encourages and fosters programs and other activities that are consistent with this vision; promotes and achieves a high standard of accomplishment; provides statewide, national, and international visibility and recognition for teaching, research, extension and service programs and contributes to the leadership of the educational, research and outreach community in the state, nation, and internationally in a manner that is consistent with the mission and responsibilities of the organization(s); serves as an effective advocate. Demonstrates the characteristics of Respect, Excellence, Leadership, Loyalty, Integrity & Selfless Service.

ADMINISTRATION AND MANAGEMENT

Provides effective budget leadership and management; ensures that budgets support the accomplishment of unit goals and objectives; creates an environment that promotes employees to work at their optimum performance levels; is concerned with employee morale and retention and takes steps to enhance morale; is willing to address difficult issues, especially those involved with budgets and personnel; implements mechanisms for attracting and retaining employees; treats all people with dignity, civility, and respect; and encourages and establishes effective administrative procedures.

PLANNING

Thinks strategically and develops effective plans that support the accomplishment of the short- term (< 24 months) and long-term (>24 months) goals of the organization; uses the planning process for setting priorities for policy development, budget allocations, and other functions within the unit; effectively factors a broad range of issues into the planning process including applicability of state law, clientele and stakeholder impact, technology, demographics, and other key factors.

EXTERNAL RELATIONS AND DEVELOPMENT ACTIVITIES

Builds support for the organization from a wide variety of constituent groups such as community leaders, alumni, business and industry, political and governmental structures and other influential individuals; is recognized as an effective spokesperson for research, teaching extension and service as well as the goals of the organization; works well with colleagues. Is successful in identifying and developing philanthropic, public, and constituent support for the organization; fund raising activities are consistent with the priorities of Texas A&M AgriLife.

SELF MANAGEMENT

Maintains a professional demeanor, continues to take advantage of opportunities for learning, recognizes personal development needs and takes appropriate actions, establishes effective working relationships with others; communicates openly and in a manner that encourages collaboration and teamwork.

Competency	Rating
Leadership	
Administration & Management	
Planning	
External Relations & Development	
Self Management	
Average Rating	

Observations:

Areas for Development:

Overall Rating: *(Please Check Only One)*

Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations

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Suggestions for Improvement

Recognizing the fact that every employee can improve, the following guidance is offered.

- Taking advantage of professional development opportunities to improve:
 - Interpersonal communication
 - Leadership skills
 - Time management
 - Other _____
 - Other _____

List objectives and goals which, when met, will enhance job performance and/or assist the employee in successfully accomplishing job responsibilities.

The position description was reviewed and revisions are in process.

EMPLOYEE COMMENTS (*Attach additional pages if needed.*)

ACKNOWLEDGMENT AND SIGNATURES

I acknowledge that my performance for this past year was discussed on this date and that I am entitled to receive a copy of this evaluation document. I further acknowledge that my signature does not necessarily indicate my concurrence with the evaluation results.

Employee _____

Date _____

Supervisor _____

Date _____

Supervisor _____

Date _____