



## Umpqua Community College Administrator Annual Evaluation Process

The administrator evaluation process is an ongoing, systematic process which provides individuals with feedback on performance, establishes goals and objectives for the coming year, recognizes excellence, and identifies areas for growth. **The evaluation process begins during spring term and is finalized by June 30<sup>th</sup> each year.**

### Purpose

The purpose of the evaluation of administrators is to recognize and develop leadership ability, assess job performance, create plans for improvement and innovation, and establish goals for the coming year for the benefit of the individual and the college as a whole. Current and accurate job descriptions and scope of assigned responsibilities for the administrator is the basis for effective evaluations.

### Annual Evaluation Process

#### Evaluatee's Responsibilities

The evaluatee (administrator being evaluated) is responsible for the following:

1. Full participation in the evaluation process.
2. Thoughtful, honest completion of the self-evaluation in a timely manner.
3. Discussion with supervisor about performance and agreement on goals, development, and (if applicable) plans for improvement for the following year.
4. Addition of evaluatee's comments to the final evaluation (optional).

#### Senior Administrator Responsibilities

The senior administrator is accountable for conducting the Administrator Evaluation Process according to established Board Policy and for follow-up activities as appropriate.

1. Complete the administrator section of the evaluation form.
2. Meet with evaluatee to discuss evaluatee's and supervisor's comments and to create expectations for coming year.
3. Ensure that final evaluation is signed by evaluatee and supervisor.
4. Forward final evaluation – including the signed job description - to Human Resources by June 30. Provide a copy of the final evaluation to the evaluatee by supervisor.
5. If applicable, send a Word version of the job description to HR, highlighting JD changes.
6. Maintain an electronic copy of the evaluation for reference; the official copy is in HR.

#### Human Resources Responsibilities

The Human Resources Department is responsible for the following:

1. File signed final evaluation in evaluatee's personnel file.
2. Track completion of all administrator evaluations and notify the president of progress.

## Umpqua Community College Explanation of Administrator Core Competencies

- **Accountability**  
Accepts personal responsibility for the quality and timeliness of work; participates fully in department, division, and/or office assessments; can be relied upon to achieve excellent results with little need for oversight.
- **Adaptability**  
Adapts easily to changing needs, conditions and work responsibilities; adapts approach, goals, and methods to achieve successful solutions and results in dynamic situations.
- **Communications Effectiveness**  
Conveys clear, timely, persuasive messages that positively influence the thoughts and actions of others.
- **Creativity & Innovation**  
Develops innovative ideas that provide solutions to all types of workplace challenges.
- **Student and Customer Focus**  
Puts student success first in all work; builds and maintains internal and external customer satisfaction with the products and services offered by the college.
- **Ethics & Integrity**  
Earns the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness, and professionalism in all interactions.
- **Commitment to diversity, equity, and inclusion**  
Actively contributes to a work environment that embraces diversity and includes diverse perspectives to enhance the attainment of organizational goals; applies an equity lens to practices and decisions.
- **Humility**  
Quick to point out contributions of others and slow to seek recognition for own contributions; shares credit, emphasizes team over self, and defines success collectively rather than individually.
- **Performance-Based, Data-Informed Leadership**  
Creates and nurtures a performance-based culture informed by data that supports efforts to accomplish the college's mission and goals.
- **Relationship Building**  
Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect; is emotionally intelligent; has good judgment about the impact of own words and actions on others.
- **Results Orientation & Initiative**  
Focuses on results and desired outcomes and how best to achieve them; identifies what needs to be done and proactively takes appropriate action; works hard, makes a difference, and gets the job done; is self-motivated and diligent; constantly thinks about the next step and the next opportunity.
- **Teamwork**  
Is willing to help others, resolve problems quickly, and get along with co-workers; maintains a positive, supportive work environment; promotes a positive, "can do" attitude to achieving goals.



**Umpqua Community College  
Administrator Annual Evaluation**  
Review Period: \_\_\_\_\_

<b>Administrator's Name / Title</b>	
<b>Administrator's Dept.</b>	
<b>Supervisor's Name / Title</b>	

**Part 1: Position Linkage with College Mission and Goals**

Give a brief summary of how the duties and responsibilities of evaluatee's position link or contribute to the achievement of the college's mission and goals, the division's tactical plan, and the department's operational plan, with particular attention to student success.

Evaluatee	Supervisor

**Part 2: Performance**

- Describe job performance for past year relative to job description.
- Describe fulfillment of goals set in the previous year, including major accomplishments and challenges.
- Describe participation in fulfilling operational/tactical plans and priorities as well as participation in assessment of those plans.
- Evaluatee and supervisor: Indicate areas of superior performance as well as areas in need of improvement.
- Evaluatee: Include performance feedback from peers/colleagues and (if applicable) direct reports.
- In the event that "Needs Improvement" is identified for any area of responsibility, a plan for improvement must be established.

Evaluatee	Supervisor

**Part 3: Core Competencies**

- All sections need to be completed by both the evaluatee and the supervisor.
- Reflection on core competencies is more important for improvement than the use of a rating system.

- Both the evaluatee and the supervisor are encouraged to indicate areas of superior performance as well as areas in need of improvement.
- In the event that “Needs Improvement” is identified for any competency, a plan for improvement must be established.

<b>Core competency</b>	<b>Evaluee</b>	<b>Supervisor</b>
<b>Accountability</b>		
<b>Adaptability</b>		
<b>Communications Effectiveness</b>		
<b>Creativity &amp; Innovation</b>		
<b>Customer Focus</b>		
<b>Ethics &amp; Integrity</b>		
<b>Diversity, Equity, Inclusion</b>		
<b>Humility</b>		
<b>Performance Leadership</b>		
<b>Relationship Building</b>		
<b>Results Orientation &amp; Initiative</b>		
<b>Teamwork</b>		

**Part 4: Goals for the Next Year**

Identify specific objectives, outcomes, special assignments and/or core competencies upon which the evaluatee will focus in order to achieve goals of the college and department, improve performance, and grow professionally. (NOTE: The supervisor approves or modifies evaluatee's goals; supervisor's goals are the ones for which the evaluatee is responsible.)

Evaluatee	Goals Approved by Supervisor

**Part 5: Training, Development, and Organizational Support**

Identify training and development needs and opportunities for the next year. Identify suggestions as to how the evaluatee's supervisor, co-workers, and/or college management can support the evaluatee's performance and improvement. (NOTE: Supervisor may require training or development.)

Evaluatee	Approved by Supervisor

**Part 6: Additional Comments (Optional)**

Evaluatee	Supervisor

Acknowledgement of Review
<p>Signature below does not indicate agreement of this evaluation, only review of the document.</p> <p>I _____ agree _____ disagree with this evaluation. If disagree, provide reasons why:</p>   <hr/> <p><b>Job Description:</b></p> <p>_____ Job description has been <u>reviewed</u>, <u>is current</u>, and <u>signed copy</u> is attached</p>

\_\_\_\_\_ Job description has been updated and approved by the supervisor; signed copy is attached; electronic copy showing changes was sent to HR

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**Printed Evaluee Name**

\_\_\_\_\_

**Printed Supervisor Name**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Evaluee**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Supervisor**

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**Printed Senior Administrator Name**

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**Printed Director Human Resources Name**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Senior Administrator**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Director Human Resources**