

*Western Nevada College*  
**ANNUAL ADMINISTRATIVE FACULTY EVALUATION INSTRUCTIONS**

**PURPOSE**

The primary purpose of an annual staff evaluation is to provide feedback to professional staff on their performance and acknowledge exceptional accomplishments in the past year, and to identify priorities and guidelines for performance objectives and improvements in the year ahead.

**BASIS FOR REVIEW**

Each staff member, who is subject to an annual evaluation, is asked to prepare a document that forms the basis for her/his performance achievements for the past year and one establishing the staff member's performance program and goals for the next calendar year. The general guidelines for these documents are as follows:

- The Self-Evaluation Report describes:
  1. Performance for all categories of the current position description;
  2. Goals
    - i. Successful completion of goals/major accomplishments and tasks;
    - ii. Goals that could not be accomplished along with a brief explanation (e.g., change in priorities, possible challenges for the future, or other);
  3. Service to the college/community; and
  4. Personal and professional growth.

Note to supervisors: Identify your own personal leadership contributions in your area of responsibility and the accomplishments or setbacks of your staff.

- Performance Program and Goals:  
Identify particular initiatives or tasks that the staff member believes are critical to WNC or departmental objectives and on which demonstrable progress can be made and evaluated in the coming calendar year.

**REVIEW PROCESS & TIMETABLE**

By November 30: Staff member submits a Self-Evaluation Report and Performance Program to his/her supervisor.

By December 31: Supervisor completes evaluation form for each employee, and employee and supervisor review, finalize, and sign the evaluation. The evaluation is based on the self-evaluation report and the completion of the performance program, as well as the supervisor's assessment of the overall performance of the employee. The WNC Administrative Faculty Supervisor Evaluation Form is to be used to evaluate all professional staff. As appropriate, supervisors may interview campus officers and gather their reactions to a staff member's Self-Evaluation Report and Performance Program.

By January 31: A written annual evaluation for each staff member is due to Human Resources. The WNC Administrative Faculty Evaluation, signed by all parties and the employee self-evaluation report is submitted as a confidential document to be added to the staff member's personnel file.

### **BASIS FOR EVALUATION**

The supervisor's Annual Evaluation is based on the following summary classifications for each staff member:

- **Excellent:**

This employee performs at a level which results in significant accomplishments that may not have been otherwise achieved; has a strong sense of mission and seeks out responsibility; shows a comprehensive understanding of the organization's goals and is exemplary in meeting them. This employee is a master of the skills and abilities required for the job; is highly knowledgeable; is sought by others for leadership, counsel, information, and/or direction. This employee may mentor or teach others; creates and maintains a motivating environment conducive to retention; is a role model for behaviors necessary for success.

This employee continually demonstrated excellent ethical and innovative leadership skills; develops and models effective working relationships and partnerships with other managers, teams, units, agencies, and/or external customers; has a significant positive impact on the achievement of organizational goals. This employee demonstrates foresight in correcting situations that may cause future problems; demonstrates innovation in meeting organization challenges. This employee demonstrates exceptional and ethical behaviors that foster positive communications and relationships at multiple levels, demonstrates keen skills in collaborative management style; inspires, challenges, and provides development opportunities for staff.

Performance Program and Goals for next year shows initiative toward new responsibilities and professional growth recommendations and innovation in meeting college priorities/goals.

- **Commendable:**

This employee is very accomplished in all work areas and demonstrates consistently proficient and solid performance in managing work expectations; exhibits sustained support of organizational goals. This employee is effective, consistent, and competent in working and communicating with staff; trains and guides staff and holds them accountable to meet job expectations and objectives; demonstrated ethical behaviors that result in positive working relationships.

This employee consistently demonstrates significant knowledge, skills, and abilities required to accomplish responsibilities. This employee models a high work ethic. This employee skillfully handles a variety of interpersonal situations. This employee typically performs above expectations in meeting deadlines, using critical thinking skills, and creativity to accomplish tasks, projects, and objectives. This employee often seeks out additional responsibility. This employee does not need direct supervision.

Performance Program and Goals for next year incorporates new or expanded responsibilities and personal and professional growth recommendations.

- **Satisfactory:**

This employee meets job expectations. This employee may require more supervision at times, and work may require more revision or adjustment to meet expectations. Assignments are completed but occasionally require assistance from supervisor or peers.

Or, this employee is developing new skills and gaining new knowledge, leading toward performing all expectations and objective of the job. This employee may be new to the position or job duties and may not have completed a full work cycle; this employee is still learning the job. This employee may need time to develop skills to be more proficient in the current position. This employee is cooperative and treats customers, co-workers, and supervisors with respect and courtesy.

Performance Program and Goals for next year maintains level and/or breadth of responsibilities.

- **Unsatisfactory:**

This employee's performance or behavior needs improvement and/or is inconsistent or unacceptable. This employee may fail to meet one or more core performance standards and/or key job expectations. Work previously identified as less than acceptable has not reached the expected level of performance. The employee should be provided specific goals and timelines for improvement by the supervisor; failure to meet these requirements could lead to non-renewal of contract or termination.