**UNIVERSITY OF NEVADA, RENO**

**School of Medicine and Health Sciences**

 **ADMINISTRATIVE FACULTY**

**ANNUAL EVALUATION AND PERFORMANCE REVIEW**

Period of Evaluation: From: **January 1, 2020** To: **December 31, 2020**

NAME:

TITLE:

EMPLOYEE ID:

UNIT/DEPARTMENT:

***Preliminary Evaluation Rating*** *(Subject to Approval of Hiring Authority)*

|  |  |  |
| --- | --- | --- |
| [ ]  | **Excellent** | **3** [ ]  **or 4** [ ]  |
| [ ]  | **Commendable** | **1** [ ]  **or 2** [ ]  |
| [ ]  | **Satisfactory** | **0** [ ]  |
| [ ]  | **Unsatisfactory** | **0** [ ]  |

**Required Signatures:** *Chair/Supervisor: I have provided feedback on academic progress and a performance evaluation during a scheduled one-on-one meeting, as part of this faculty member’s annual evaluation process.*

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***Evaluator Signature Title Date***

|  |  |
| --- | --- |
| *Level 1 Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

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| **EMPLOYEE:**I have read this evaluation.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Employee Signature Date** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  *Final Evaluation and Merit Level to be Completed by the Dean/VP*

|  |  |  |
| --- | --- | --- |
|  **Excellent**  | [ ]  | Merit Level 4 |
| [ ]  | Merit Level 3 |
| **Commendable**  | [ ]  | Merit Level 2 |
| [ ]  | Merit Level 1 |
| **Satisfactory**  | [ ]  | Merit Level 0 |
| **Unsatisfactory** | [ ]  | Merit Level 0 |

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*A copy of this evaluation will be returned to the faculty member, by their department, after the final merit level is determined.
If the faculty member disagrees with the annual evaluation merit rating, they may submit a written rejoinder (Section 5.16 of the Code) and/or may initiate a reconsideration and/or grievance through regular administrative channels as specified in the Bylaws.*

**PART I, EMPLOYEE SELF EVALUATION: Review of performance and goals from the previous year - what was accomplished:**

1. **Performance of Key Job Duties and responsibilities:** Summarize performance of major responsibilities in principle areas as outlined in your job description (formerly PDQ), and accomplishments as related to the evaluation period. Include an objective evaluation of your level of accomplishments in areas of responsibility.

**Key Job Duties and Responsibilities Performance Rating (completed by supervisor):**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Exceeds relevant expectations for key job duties of the position/responsibilities; demonstrates highest knowledge and skills. | [ ] Successfully meets, and in some areas, significantly exceeds, performance of key job duties. | [ ] Meets established duties and objectives.  | [ ] Does not meet; meets some, but not consistently; or does not meet any established duties or objectives. |

1. **Performance of Established Goals:** Summarize performance of Goals as determined during the previous year. Include an analysis of your level of success in reaching agreed upon goals, and completing projects and activities as established. Include examples of outcomes and impact related to your performance. Include a description of unanticipated changes that impacted goals and indicate any areas which may still be in progress.

**Established Goals Performance Rating (completed by supervisor):**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Exceeds relevant expectations for established goals of the position. | [ ] Successfully meets, and in some areas, significantly exceeds, performance of established goals. | [ ] Meets established goals. | [ ] Does not meet; meets some, but not consistently; or does not meet any established goals. |

1. **Supervisor’s Summary Comments:**

**PART II, SUPERVISOR’S CORE COMPETENCY REVIEW: Use to measure how results were achieved:**

1. **Competencies:**

Supervisors, use the behavioral definition of each competency as a guide to assign an overall rating that best describes the performance demonstrated during the review period. Provide supporting comments as appropriate addressing: 1) Area(s) of greatest strength, 2) Area(s) requiring performance improvement, 3) Area(s) where expectations are not met and 4) Area(s) not applicable for this employee. Not all areas require comments.

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| --- |
| 1**. Adaptability:** Realizes that a dynamic environment requires new approaches and solutions. Bases decisions in the context of a changing organization.*Supervisor Comments:* |
| 2. **Analytical Thinking:** Examines data and information sources thoroughly. Ability to solve problems and use initiative when appropriate. Considers options and consequences of available choices. Proposes alternatives.*Supervisor Comments:* |
| 3. **Communication:** Demonstrates positive constructive oral, written, and interpersonal communications and team skills; keeps others informed on a need-to-know basis; freely shares information. Addresses issues of key importance to stakeholders; processes and distributes information in context; provides a clear understanding of one’s subject matter and offers an informed position.*Supervisor Comments:* |
| 4. **Diversity and Inclusion:** Acknowledges the value of diversity in the workplace. Recognizes, understands, and appreciates differences and the impact these differences may have in the workplace. Accepts differences in opinions, thoughts, cultures, and lifestyles.*Supervisor Comments:* |
| 5. **Professionalism:** Supports UNR's mission, values, and strategic plan/priorities and diversity/inclusion initiatives. Develops and uses a network of collaborative relationships with internal and external contacts to leverage efforts and accomplish results. *Supervisor Comments:* |
| 6. **Financial Responsibilities:** Demonstrates ability to achieve results and maintain accountability and fiscal responsibility (e.g., budget, spending, etc.). Considers economic impact of decisions and cost/benefit of resource allocation.*Supervisor Comments:* |
| 7. **Human Resource Responsibilities:** Performs within established personnel policies and guidelines. Contributes to self-growth and the development of others.*Supervisor Comments:* |
| 8. **Leadership:** Effectively participates and contributes as a member of the team. Contributes to organizational efficiency and effectiveness. Makes decisions and positively influences diverse groups and individuals.***If in a supervisory role*:** Effectively hires, manages, coaches, and develops staff day-to-day, and through change.*Supervisor Comments:* |
| 9. **Program/Project/Functional Knowledge:** Exhibits knowledge base and expertise required to be successful in the job. This includes the “how” to do the job and “how” the individual’s work fits into the overall unit and the organization. Includes training, teaching, and research duties where applicable.*Supervisor Comments:* |
| 10. **Resource Responsibilities:** Manages personal time, work schedule and resources to maximize performance and contribution to the organization. Completes work accurately and meets scheduled deadlines.*Supervisor Comments:* |
| 11. **Serving Constituents:** Delivers high-quality service to internal and external customers; establishes diverse and positive relationships. Meets the needs of internal and external customers; shows enthusiasm and support for others’ interests; establishes diverse and positive relationships.*Supervisor Comments:* |
| 12. **Teamwork:** Works cooperatively with fellow employees and with other individuals indirectly associated with the employee’s division, unit or program. Successfully interacts with diverse individuals and groups creating partnerships, networks, and dynamic human systems. Manages conflict constructively. *Supervisor Comments:* |

1. **Competency Rating Scale and Descriptions:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Exceeds expectations for performance in areas of core competency. | [ ] Successfully meets, and in some areas, significantly exceeds, performance in areas of core competency. | [ ] Meets core competency expectations. | [ ] Does not meet; meets some, but not consistently; or does not meet any core competencies. |

1. **Supervisor’s Summary Comments:**

**PART III, FUTURE GOALS:**

**Future Projects and Activities:**

Employee and Supervisor establish and complete a [Goal Statement](https://nevada.box.com/s/quzrg22pt52z0gamihpfr1tgmnu1perz) for the upcoming year. This document will be used as the foundation for performance evaluation (Part I, B) during the next evaluation cycle.

*See attached.*