

Faculty Performance Appraisal
Akamai University
Faculty Member:

| Evaluation Element | Explanation | Assessment (initial selection) |
|--|---|--|
| A. Job Knowledge | Working knowledge of all phases of the job and the various techniques and skills needed for efficient completion of the tasks. Has remained up to date on changes in technical knowledge related to the discipline. Has expanded knowledge of the job and the University's programs and services as it relates to the positions of service staff at the University. | <input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Less than Satisfactory <input type="checkbox"/> Unable to Assess |
| B. Judgment | Ability to make sound and proper decisions by drawing upon professional expertise with minimal negative effects on employee relations and University goals and outcomes Willingness to take responsibility for making these decisions. | <input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Less than Satisfactory <input type="checkbox"/> Unable to Assess |
| C. Interpersonal Relationships | Willingness and demonstrated ability to cooperate, work, and communicate with coworkers, management, and outside contacts and to make an unselfish contribution to improving the morale of the faculty, staff, and administration. | <input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Less than Satisfactory <input type="checkbox"/> Unable to Assess |
| D. Verbal and Written Communication | Effectiveness of expression in individual and group situations including listening, verbal and affective communication, and appropriate language and ability to express ideas clearly and concisely in good grammatical form and to successfully address the issues in the tasks at hand. | <input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Less than Satisfactory <input type="checkbox"/> Unable to Assess |
| E. Coordination | Ability to work with others as a team and express individual viewpoints and requirements from the perspective of the faculty position while considering and learning from the input of others. | <input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Less than Satisfactory <input type="checkbox"/> Unable to Assess |
| F. Planning and Organization | Ability to establish appropriate course of action for self and coworkers to accomplish goals Ability to make appropriate use of resources and the time of co-workers and set realistic target dates for the completion of important tasks . | <input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Less than Satisfactory <input type="checkbox"/> Unable to Assess |
| G. Adherence to Policies and Procedures | Ability to properly interpret and apply University policies and procedures and desired manner of operations to the responsibilities and tasks of the job Ability to initiate projects, anticipate changes or needs, establish new priorities, follow through and meet deadlines. | <input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Less than Satisfactory <input type="checkbox"/> Unable to Assess |
| H. Orientation Toward Results | Ability to properly interpret and apply University policies and procedures and desired manner of operations to the responsibilities and tasks of the job Ability to initiate projects, anticipate changes or needs, establish new priorities, follow through and meet deadlines. | <input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Less than Satisfactory <input type="checkbox"/> Unable to Assess |

Faculty Appraiser:

Date of Appraisal:

Signature:

Date Reviewed with Faculty Member: