UNIVERSITY *of* MOBILE
Higher Education for a Higher Purpose

Employee Evaluation

Name		Employee ID	
Job Title		Date	
Department		Supervisor	
Review Period			

This section to be completed for all employees

	0 = Unacceptable Or **N/A**	1 = Needs Improvement	2 = Satisfactory	3 = Above Average	4 = Outstanding
Supports University Core Values/Mission	☐	☐	☐	☐	☐
Comments					
Quality of Work	☐	☐	☐	☐	☐
Comments					
Seeks/Engages Opportunities for Professional Growth	☐	☐	☐	☐	☐
Comments					
Takes Initiative	☐	☐	☐	☐	☐
Comments					
Uses Oral/Written/Listening Skills Effectively	☐	☐	☐	☐	☐
Comments					
Utilizes Job-related Technology Competently	☐	☐	☐	☐	☐
Comments					

STAFF & ADMINISTRATION SECTION

	0 = Unacceptable Or N/A	1 = Needs Improvement	2 = Satisfactory	3 = Above Average	4 = Outstanding
Job Knowledge: Has a thorough understanding of job procedures, skills, and responsibilities related to administrative assignment. Makes decisions based on factual information	☐	☐	☐	☐	☐
Comments					
Stewardship of Resources: Makes good use of personnel and budgetary resources; promotes efficiency through the effective use of time and the delegation of certain duties	☐	☐	☐	☐	☐
Comments					
Commitment to the University: Represents his/her area at University activities both on and off campus. Is a visible advocate for the University.	☐	☐	☐	☐	☐
Comments					

	0 = Unacceptable Or **N/A**	1 = Needs Improvement	2 = Satisfactory	3 = Above Average	4 = Outstanding
Planning/Organization/Implementation/ Execution: Sets appropriate and realistic goals, objectives, and priorities; develops effective strategies for timely implementation and successfully executes plans including evaluation	☐	☐	☐	☐	☐
Comments					
Management/Supervisory Ability: Maintains strong working relationships with colleagues while enforcing University policies and regulations in a positive manner. Promotes teamwork and deals with problem situations. Uses delegation effectively.	☐	☐	☐	☐	☐
Comments					

PROGRAM COORDINATOR REPONSIBILITIES

	0 = Unacceptable Or **N/A**	1 = Needs Improvement	2 = Satisfactory	3 = Above Average	4 = Outstanding
Curriculum Development—In the case of new or developing programs, conducts the research necessary to craft a robust curriculum. Using established Academic Affairs protocol, brings appropriate and complete curricula forward for review.	☐	☐	☐	☐	☐
Comments					
Program Content Oversight—Assures that programs contain essential curricular components, incorporate appropriate content and pedagogy, and maintain discipline currency	☐	☐	☐	☐	☐
Comments					
Program Review—Conducts regular review of programs to assure effectiveness aligned with UM assessment cycles and practices.	☐	☐	☐	☐	☐
Comments					
Student Achievement Review—Conducts regular review of student achievement related to programs aligned with UM assessment cycles and practices.	☐	☐	☐	☐	☐
Comments					
Disclosure Management (for Licensure programs only)—Reviews state requirements annually to ensure that Public Disclosure information about the program is accurate; documents prompt direct notification to program students with permanent out-of-state addresses	☐	☐	☐	☐	☐
Comments					

ADDITIONAL COACHING STAFF SECTION

	0 = Unacceptable Or **N/A**	1 = Needs Improvement	2 = Satisfactory	3 = Above Average	4 = Outstanding
Resource Management: Develops and executes effective management strategies to monitor & manage budgets, eligibility, recruitment, transportation, safety, and equipment.	☐	☐	☐	☐	☐
Comments					
Working Relationships: Maintains strong working relationships with colleagues while enforcing University policies and regulations in a positive manner.	☐	☐	☐	☐	☐
Comments					

FACULTY SECTION ON NEXT PAGE

PLEASE BE SURE TO COMPLETE REQUIRED SIGNATURES ON PAGE 6

FACULTY

	Needs Improvement= 1-2-3	Satisfactory = 4-5-6	Above Average= 7-8-9	Excellent =10
Teaching Effectiveness	☐	☐	☐	☐

To be considered:

- ☐ Demonstrates knowledge of subject
- ☐ Demonstrates enthusiasm for subject
- ☐ Communicates effectively in the classroom
- ☐ Encourages student participation
- ☐ Provides syllabus with clear objectives
- ☐ Utilizes Canvas in course management
- ☐ Utilizes learning outcomes data
- ☐ Evaluates in a fair and consistent manner
- ☐ Provides opportunity for experiential learning and student use of technology
- ☐ Integrates Christian faith w/ academic discipline
- ☐ Uses classroom technology effectively
- ☐ Garners positive student evaluations
- ☐ Other (specify)_____

	Needs Improvement= 1-2-3	Satisfactory = 4-5-6	Above Average= 7-8-9	Excellent =10
Knowledge	☐	☐	☐	☐

To be considered:

- ☐ Holds terminal degree in field
- ☐ Writes for a peer-reviewed journal
- ☐ Authors a book
- ☐ Generates research for classroom use
- ☐ Attends discipline-specific conferences
- ☐ Attends professional meetings
- ☐ Earns continuing education hours
- ☐ Uses technology effectively
- ☐ Other (specify)_____

	Needs Improvement= 1-2-3	Satisfactory = 4-5-6	Above Average= 7-8-9	Excellent =10
Scholarly Activity	☐	☐	☐	☐

To be considered:

- ☐ Writes for a peer-reviewed journal
- ☐ Authors a book
- ☐ Publishes work in commercial media
- ☐ Generates research for classroom use
- ☐ Presents at professional meetings
- ☐ Attends discipline-specific conferences
- ☐ Attends professional meetings
- ☐ Earns continuing education hours
- ☐ Integrates innovative technology in field
- ☐ Other (specify)_____

	Needs Improvement= 1-2-3	Satisfactory = 4-5-6	Above Average= 7-8-9	Excellent =10
Academic Advising	☐	☐	☐	☐

To be considered:

- ☐ Keeps posted office hours
- ☐ Available to students when needed
- ☐ Attends Preview/Recruitment days
- ☐ Participates in advisement sessions
- ☐ Keeps abreast of catalog requirements
- ☐ Receives positive student advisement evaluations
- ☐ Other (specify)_____

	Needs Improvement= 1-2-3	Satisfactory = 4-5-6	Above Average= 7-8-9	Excellent =10
Overall Contribution to Department	☐	☐	☐	☐

To be considered:

- ☐ Submits grades/materials on time
- ☐ Utilizes Canvas in course management
- ☐ Provides syllabus with clear objectives
- ☐ Keeps posted office hours
- ☐ Develops new courses
- ☐ Makes academic presentations
- ☐ Organizes academic events for high school students/guests
- ☐ Collaborates with other departments
- ☐ Fosters collegiality with colleagues
- ☐ Contributes to department-sponsored conferences/events
- ☐ Participates in departmental meetings/events

	Needs Improvement= 1-2-3	Satisfactory = 4-5-6	Above Average= 7-8-9	Excellent =10
Overall Contribution to University	☐	☐	☐	☐

To be considered:
- ☐ Assists in student recruitment
- ☐ Serves on university committees
- ☐ Sponsors or attends university events
- ☐ Addresses components of strategic plan*
- ☐ Represents the university off campus
- ☐ Emphasizes concepts of responsibility, capitalism, and entrepreneurialism
- ☐ Utilizes learning outcomes data for improvement
- ☐ Interacts positively with students
- ☐ Implements Core Values
- ☐ Other (specify) _____

	Needs Improvement= 1-2-3	Satisfactory = 4-5-6	Above Average= 7-8-9	Excellent =10
Church and Community Service	☐	☐	☐	☐

To be considered:
- ☐ Seeks church and/or community partnerships
- ☐ Holds leadership positions in church and/or community organizations
- ☐ Uses professional skills in church and/or community organizations
- ☐ Encourages students to integrate Christian faith into professional practice
- ☐ Represents the University at church and/or community meetings
- ☐ Participates in church and/or community service projects
- ☐ Mentors students and provides opportunities for students' spiritual growth
- ☐ Other (specify) _____

Evaluation

ADDITIONAL COMMENTS/
INCLUDE SIGNATURE/DATE

GOALS /AREAS OF
IMPROVEMENT
*(as agreed upon by employee
and supervisor)*

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	
Supervisor Signature		Date	