

Austin Peay State University

Form 2 - Supervisor Development Feedback -This form should be printed on colored paper.

Do NOT print this form on white paper.

This form should be filled out by each employee on his or her immediate Supervisor and submit the form to your next level supervisor.

Supervisor's Name: _____ **Year:** _____

Definition of Performance Ratings

For each item listed, place a **1, 2, or 3** in the box that best describes the supervisor's performance.

3 = **STRENGTH** Extraordinary, unique performance of unusually high quality. Consistently exceeds the normal standards, exceptional performance.

2 = **MEETS EXPECTATIONS** Performance consistently meets the normal standards and job requirements.

1 = **IMPROVEMENT OPPORTUNITY** Performance does not meet minimum requirements, inadequate performance.

N/A = **NOT APPLICABLE**

Supervisor's Name: _____

PERFORMANCE ITEM	3 (S)	2 (M)	1 (I)
Vision Visualizes and communicates a future direction and gains commitment			
Integrity Behaves consistently in an honest and straightforward manner			
Fairness Applies policies and procedures uniformly			
Decision-Making Renders timely decisions based on careful analysis of data and appropriate input			
Teamwork/team-building Develops an atmosphere of teamwork and cooperation for the accomplishment of tasks and projects			
Interpersonal relations Embodies a respectful/professional approach in dealing with people			
Information-sharing Communicates with staff in a timely, responsive manner, providing rationale for decisions as appropriate			
Accessibility Available for discussion of work issues and ideas			
Delegation Assigns duties/responsibilities fairly and appropriately			
Performance reviews Provides appropriate and timely feedback both in formal review and informal interaction to improve or recognize staff performance			
Policy compliance Adheres to university and TBR policies and procedures			
Planning Establishes action plans to achieve university mission and unit goals			
ACADEMIC ADMINISTRATORS ONLY			
Instruction Encourages and supports continued improvements of teaching standards			
Scholarship Support Encourages faculty participation in research, other scholarly activities, and external funding			
ACADEMIC CHAIRS AND DIRECTORS ONLY			
Communication Communicates to the department in a timely and appropriate manner the plans and goals developed by the administrative team at APSU			
Department Representation Represents the department well in meetings with college chairs, university administrators, accrediting agencies, program reviewers, and other appropriate groups			
Workload Scheduling Determines faculty workload and scheduling in a fair and appropriate manner in accordance with APSU policy			
Professional Development Supports faculty in professional and intellectual development, including improving teaching skills			
Budget Management Manages and distributes the budgeted funds and physical resources of the department effectively			
Faculty Meetings Conducts well organized and effective faculty meetings			
Advisement Administration Administers an effective advisement system for students of the department			
Student Grievances Addresses/responds fairly and appropriately to students having grievances			

Evaluator's Signature (Optional) _____ Date: _____

Note to Supervisors: After transferring results from this form to Form 3, make copies of this form and maintain them in your office files. Submit the original to HR.