

Department of Communications and Agricultural Education Annual Appraisal

Name _____ Evaluation Period _____

Title _____ Unit _____

Current Year Goals Initiated by faculty member, discussed with evaluator and finalized with input from department head. Reassessed at 6 months with evaluator. Basis for year-end comments and salary increase (if available) at contract renewal.	% Time on Project	End-of-Year Status				Comments
		Ongoing	Accomplished	Not Accomplished	Attached	
<i>3 to 5 major goals for current year from regular position responsibilities</i>						
Estimated % time (regular responsibilities in position description)						
Subtotal						
<i>Additional goals/emphases, if appropriate (1 or 2 outside regular position description)</i>						
Personal/Professional Growth Activities						
Total						

Narrative

Provide a short description of your **major accomplishments** in the previous 12-month period, based on your regular responsibilities as well as on the specific goals outlined on the first page of this document. This section provides the opportunity to highlight accomplishments and comment on personal and interpersonal skills (see following page). **(Tenure track faculty will submit appropriate promotion and tenure documents each year.)**

Use "N/A" for categories not applicable.

Committees Chaired / Served

Directed or Nondirected Service / Professional Development

Grants / Entrepreneurial Activities (contracts or other revenue generation)

Presentations / Published Works

Training / Teaching / Advising

Other Major Accomplishments

Comments

Feedback on Personal/Interpersonal Skills

(to be completed by evaluator)

Communication Skills, giving consideration to such qualities as:

- Expresses thoughts and opinions, and respects others' ideas, discussion and work in a spirit of civility and decency.
- Listens carefully and responds to ideas, requests and problems.
- Exhibits appropriate verbal and written communications. Gets messages across in clear, concise and accurate manner.
- Keeps supervisor informed.

Self-Management Skills, giving consideration to such qualities as:

- Plans and organizes work to achieve goals. Meets deadlines. Delegates responsibilities appropriately.
- Responds in a timely manner.
- Takes initiative. Looks for and makes continuous improvements. Seeks new challenges and increased responsibility. Seeks and participates in learning and development activities. Identifies and solves problems. Keeps informed on up-to-date job methods, skills and techniques.
- Adapts to and implements change. Demonstrates willingness to try new approaches.
- Demonstrates professional and ethical behavior. Displays emotional control. Is prompt. Accepts responsibility for own actions.
- Handles interpersonal conflicts constructively.

Working Relationship Skills, giving consideration to such qualities as:

- Demonstrates a positive and cooperative spirit in working with others to accomplish the department mission. Shares relevant information with colleagues; works as a team player.
- Actively participates in departmental meetings and committees, providing leadership (chair, co-chair, recorder, etc.) and/or other contributions to the committee assignment(s). Participates in college and departmental events, such as open houses, expos or training events.
- Establishes and maintains respectful and cooperative working relationships.
- Supports unit and university goals and priorities.
- Delivers friendly, courteous service to internal/external customers.
- Fosters and values diversity.
- Abides by the K-State Principles of Community (see page III-8).

Appraisal of Overall Performance

_____ Meets All Position Requirements

Strong, consistent performance, working individually and with others. Quality and quantity of work produced are consistent, appropriate and timely. Performance may exceed some position requirements and generally meets all others.

_____ Exceeds Position Requirements

Consistent performance at an exceptionally high level individually and with others. Produces a large quantity of high quality material in a timely manner. Performance clearly exceeds a majority of position requirements and meets standards for the remainder.

_____ Fails to Meet Position Requirements

Performance fails to meet most position requirements. Quality and/or quantity of work produced is unacceptable. Performance must improve immediately and significantly. This rating results in no salary increase for the next contract period in which an increase is available. Employees with this rating are subject to nonreappointment, as outlined in the University Handbook C160.1-162.5 (faculty) and C170.1-172 (unclassified professional staff).

Rolling Three-Year Average* of Performance

Current Year _____

Last Year _____

2 Years Ago _____

Department Head's Signature

Date

Unit Leader's Signature

Date

Faculty Member's Signature

Date

Faculty Member Comments:

* The rolling three-year average of performance is used to determine the level of increase to be awarded for the next contract period. Please note that numbers are used only for averaging and **may not** be presumed to equal percentage increase. Funding for possible salary increases is finalized each spring by the Kansas Legislature. In times of financial stress, no increases may be available.

Kansas State University Principles of Community

Kansas State University is a land-grant, public research university, committed to teaching and learning, research, and service to the people of Kansas, the nation, and the world. Our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.

We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.

We affirm the value of human diversity for community. We confront and reject all forms of prejudice and discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, economic status, or any other differences that have led to misunderstandings, hostility, and injustice.

We acknowledge that we are a part of the larger Kansas community and that we have an obligation to be engaged in a positive way with our civic partners.

We recognize our individual obligations to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

<http://www.k-state.edu/welcome/community.html>