

**CONNECTICUT COMMUNITY COLLEGES  
ADMINISTRATORS, COUNSELORS, LIBRARIANS  
STANDARD EVALUATION FORM  
(CONGRESS)**

Evaluation of _____
Position _____
College _____
Period covered by Evaluation _____
Evaluation by _____ Position of Evaluator _____
Type of Evaluation (check one) _____ Required employer evaluation _____ Other ( _____ )

**DIRECTIONS FOR COMPLETING THIS FORM:**

1. This form is intended for use in the evaluation of unclassified Administrators, Counselors and Librarians in accordance with Article XI of the applicable collective bargaining agreement. The criterion for evaluation shall be the quality of the performance of duties as outlined in the job description for the employee's position, as well as the performance of duties of all nonteaching professional staff as set forth in Article X.
2. For each performance area, select the evaluation indicator that most accurately reflects performance in that area, giving consideration to each of the specific factors mentioned in the description of that performance area. Evaluation indicators should be used in accordance with the following:
  - Exceptional performance** – The individual has achieved unique and exceptional accomplishments in terms of his/her work and/or contributions to the College.
  - Exceeds expectations** – The individual consistently performs above what is required.
  - Meets expectations** – The individual consistently meets the requirements of the position.
  - Does not meet expectations** – The individual does not meet the requirements of the position.
3. Commentary is required in all instances. When a critical performance area or the overall performance does not meet expectations, the evaluator must identify specific deficiencies.

**PERFORMANCE AREAS:**

**POSITION RESPONSIBILITIES** (see attached job description). In evaluating the performance of responsibilities set out in the job description, consideration should be given to whether the individual:

- Demonstrates familiarity with the specific professional body of knowledge applicable to the responsibilities and functions of the position;
- Performs work that is thorough and accurate;
- Plans, schedules, prioritizes and accomplishes assigned tasks and functions;
- Effectively delegates to and supervises subordinates (where applicable).
  - Exceptional performance**
  - Exceeds expectations**
  - Meets expectations**
  - Does not meet expectations**

Comments That Support the Evaluation:

**RESPONSIBILITIES OF ALL NONTEACHING PROFESSIONAL STAFF.** In evaluating the individual's performance of the responsibilities set out in Article X, Section 4, consideration should be given to how the individual's fulfillment of these contract obligations demonstrates his/her commitment to and participation in College life, communication skills, interpersonal relationships and currency. Article X, Section 4 provides as follows:

All Non-teaching Professional Staff shall:

- (a) within the work load limitations of Section 5 of this Article, perform such other duties as the President may assign, provided that such duties shall be consistent with the mission of the college;
- (b) serve on college and division/department committees, if chosen;
- (c) respond to and work with multiple constituencies, including students, peers (faculty and staff), and external agencies (business, community, educational, etc.);
- (d) possess strong information literacy skills, including the ability to word process and to use spreadsheets, presentation ware, e-mail, CD-ROM, compressed video, the Internet, the World Wide Web, and other distance communication modalities; demonstrate the ability to evaluate, synthesize, and make decisions from data;
- (e) attend and participate in commencement ceremonies, unless excused by the President, wearing academic garb when required;
- (f) attend and participate in college convocations, conferences, and meetings, and divisional/departmental meetings during the work year;
- (g) maintain contact with one's academic disciplines(s) or areas of assigned responsibility, the development of knowledge in one's field of specialization, and the teaching/learning process;
- (h) serve on systemwide committees.

**Note:** It is understood that not all criteria contained in Article X, Section 4 are relevant to all positions. If a criterion does not apply, it is not necessary to comment on it.

- Exceptional performance**
- Exceeds expectations**
- Meets expectations**
- Does not meet expectations**

Comments That Support the Evaluation:

**OVERALL EVALUATION**

Select the overall evaluation indicator that most accurately reflects the overall performance of the individual. If the overall performance is rated “does not meet expectations,” the evaluator’s commentary must identify specific deficiencies.

- Exceptional performance**
- Exceeds expectations**
- Meets expectations**
- Does not meet expectations**

Comments That Support the Overall Evaluation:

Employee Comments:

Signature \_\_\_\_\_  
(Evaluator)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Employee)

Date \_\_\_\_\_