

**Administrative & Professional Faculty**

**Job Description & Performance Evaluation**

|  |  |
| --- | --- |
| Name:       | P/S Identification #:       |
| Job Title:       | Position #:      |
| Division:       | Department:       | Date:       |

**Section 1 - Job Description**

**Section 1A: Competencies for *all* A&P Faculty Members**

|  |
| --- |
| **Commitment to University Mission:** Demonstrates a sense of responsibility for helping the university achieve success through a commitment to the university’s mission, vision, values and appropriate defining characteristics. |
| **Leadership:** Communicates effectively, shares vision, focuses on people, initiates positive change, values differences and fosters collaboration. Inspires others to achieve university, unit, and individual success. Challenges processes and is willing to break from the status quo to improve individual and unit performance. |
| **Interpersonal Skills:** Demonstrates self awareness, self-control, motivation, empathy, social skills and group work skills. Is known as trustworthy, understanding and helpful. Considerate. Works well on committees. |
| **Professionalism/Judgment:** Acts with integrity. Makes the right decision even when that may not be the most popular decision. Tactful. Coachable. Respects authority and the rights of others. Fair. |
| **Execution:** Identifies/addresses problem areas before they escalate into crises. Solves problems courageously and creatively, plans effectively and carries out those plans. Improves individual and unit performance. Manages ambiguity and is able to align unit and university values with performance. Is productive, demonstrating a strong work ethic and sense of ambition. Makes good use of resources. Accountable. |
| **Professional Development:** Committed to learning and growth. Pursues improvement and encourages and empowers others to learn. |

**Section 1B: Key Responsibilities for *this Particular Position***

|  |
| --- |
| **#1:**  |
| **#2:**  |
| **#3:**  |
| **#4:**  |
| **#5:** |

*This completed document is to be sent to the Human Resources department .The employee should be given a copy. The Position Description should be submitted to HR either when the position is established or when duties are updated.*

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Go to [Section 2](http://www.jmu.edu/humanresources/_files/apeval-section2.doc)