



NEW JERSEY CITY UNIVERSITY
EVALUATION FOR MULTIYEAR REAPPOINTMENT

Candidate Name:_____ Date:_____

Title:_____

INSTRUCTIONS

The evaluation is to cover the professional record of the staff member at the University. The criteria by which the candidate is to be evaluated in his/her professional staff position are (1) ability; (2) performance; (3) contributions; (4) potential. The candidate may submit any additional materials he/she deems appropriate.

The evaluation process will include:

- 1) A self-evaluation (Part I, page A2)
- 2) Evaluation by immediate supervisor (Part II pages A3-A4)
 - a. Prior to the submission of the supervisor's evaluation, the candidate by his/her signature shall indicate that he/she has read all the materials being submitted to the next administrative level. Included in the materials being submitted shall be an updated job description, candidate's self-evaluation, supervisor's evaluation and FWR evaluations (optional).
 - b. If the staff member has had more than one immediate supervisor during the period being evaluated, any previous supervisor or supervisors shall evaluate the staff member (Part II pages A5-A7). The evaluation of the previous supervisor(s) shall not include a recommendation. The current immediate supervisor shall consult with the candidate as to the list of previous supervisor(s) and shall send and collect the forms. Prior to the submission of the previous supervisor's evaluation, the candidate by his/her signature shall indicate that he/she has read all the material being submitted by the previous supervisor(s) and shall have the opportunity to respond in writing to the previous supervisor's evaluation. Any response from the staff member shall be appended to the materials submitted to the next administrative level.
- 3) Director/Dean Evaluation (Part III pages A7-A8)
- 4) Vice President's Evaluation (Part IV page A9)
- 5) Functional Working Relationship (FWR) Evaluations (page B1)

Evaluations by employees who serve in a regular and continuing functional working relationship (FWR) with the candidate may be used by the immediate supervisor and/or the candidate. If the candidate and/or the immediate supervisor chooses to use FWR evaluations, the immediate supervisor will send and collect the forms. Those FWRs identified must be known to both parties.

The candidate is asked to sign below indicating that the materials being forwarded to the next administrative level have been reviewed.

Candidate Signature

Date

**NEW JERSEY CITY UNIVERSITY
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PART I

A-2

INDIVIDUAL SELF-ASSESSMENT STATEMENT

Candidate Name: _____ Date: _____

Date of Original Appointment to NJCU: _____

Date of Appointment to Present Position: _____

Title: _____

Department: _____ Division: _____

Previous Position(s) at NJCU: _____

Attach this cover page to your self-assessment statement. The self-evaluation is to include:

- a) a review of past performance and achievements;
- b) a complete description of current professional responsibilities;
- c) an analysis of professional contributions and potential for continued development;
- d) a statement of professional goals and objectives.

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PART II

A-3

STAFF EVALUATION – IMMEDIATE SUPERVISOR

Candidate Name: _____ Date: _____

Appraiser: _____

Appraiser's Title: _____

Scale:

- 5 Exceptionally high level of performance in all respects
- 4 Exceeds requirements of the job in some respects
- 3 Meets the requirements of the job
- 2 Performance is uneven
- 1 Performance is unacceptable
- NA Not applicable/appropriate

In the blank space, write the number that describes your judgement of that factor. Rate the person on each item that is appropriate.

- ____ 1. Ability to organize and plan work.
- ____ 2. Attends to detail effectively.
- ____ 3. Quality of work performance.
- ____ 4. Assumes responsibility and job obligations.
- ____ 5. Attitude toward the job.
- ____ 6. Seeks and originates ideas/ways to perform the job better.
- ____ 7. Keeps abreast of new developments in his/her field.
- ____ 8. Works effectively with staff colleagues.
- ____ 9. Ability and willingness to work with administrators.
- ____ 10. Ability and willingness to work with faculty.
- ____ 11. Ability and willingness to work with students.
- ____ 12. Communicates clearly in the performance of his/her work.
- ____ 13. Service to the University (willingness to serve on committees and to assist the University in areas beyond immediate work responsibilities).
- ____ 14. Service to the Community.
- ____ 15. Potential for continued professional development and contribution to the University.

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PART II

A-4

(Continued from previous page)

STAFF EVALUATION – IMMEDIATE SUPERVISOR

Attach the staff member's job description. Please comment on it and on his/her performance in the following areas:

1. Willingness to accept new and/or unanticipated work or assignments.
2. Supervision.
3. Ability to plan, organize and carry out general assignments.
4. Ability to handle unanticipated demands.
5. Reliability.
6. Ability to define goals and organize to achieve them.
7. Commitment to volunteer obligations.

Comment:

Immediate Supervisor Signature

Date

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PART II

A-5

STAFF EVALUATION – PREVIOUS IMMEDIATE SUPERVISOR

When a staff member has had more than one immediate supervisor during the period being evaluated, the previous supervisor(s) shall evaluate the staff member using the attached forms pages (A-6 – A-7). The current immediate supervisor shall complete the required information on this form, attach pages A-6 to A-7 and submit it to the previous immediate supervisor(s) of the staff member being evaluated. Duplicate the forms as needed.

As part of the review and evaluation process for professional staff members, we are evaluating the performance of:

(Name of Staff Member)

(Title)

It is my understanding that within the period being evaluated, you served as the immediate supervisor of the staff member named above. Please complete the attached evaluation. All evaluative information will be shared with the professional staff member under review.

Please return this form to _____, current immediate supervisor, by _____.

The staff member will have the opportunity to respond in writing to your evaluation and your evaluation will be appended to the staff member's evaluation materials and will be forwarded to the next administrative level.

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PART II

A-6

STAFF EVALUATION – PREVIOUS IMMEDIATE SUPERVISOR

(For use by previous immediate supervisor(s) if staff member being evaluated was supervised during the period being evaluated by an immediate supervisor other than the current immediate supervisor.)

Candidate Name: _____ Date: _____

Appraiser: _____

Appraiser's Title: _____

Scale:

- 5 Exceptionally high level of performance in all respects
- 4 Exceeds requirements of the job in some respects
- 3 Meets the requirements of the job
- 2 Performance is uneven
- 1 Performance is unacceptable
- NA Not applicable/appropriate

In the blank space, write the number that describes your judgement of that factor. Rate the person on each item that is appropriate.

- ____ 1. Ability to organize and plan work.
- ____ 2. Attends to detail effectively.
- ____ 3. Quality of work performance.
- ____ 4. Assumes responsibility and job obligations.
- ____ 5. Attitude toward the job.
- ____ 6. Seeks and originates ideas/ways to perform the job better.
- ____ 7. Keeps abreast of new developments in his/her field.
- ____ 8. Works effectively with staff colleagues.
- ____ 9. Ability and willingness to work with administrators.
- ____ 10. Ability and willingness to work with faculty.
- ____ 11. Ability and willingness to work with students.
- ____ 12. Communicates clearly in the performance of his/her work.
- ____ 13. Service to the University (willingness to serve on committees and to assist the University in areas beyond immediate work responsibilities).
- ____ 14. Service to the Community.
- ____ 15. Potential for continued professional development and contribution to the University.

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PART II

A-7

(Continued from previous page)

STAFF EVALUATION – PREVIOUS IMMEDIATE SUPERVISOR

(For use by the former immediate supervisor(s) if staff member being evaluated was supervised during the period being evaluated by other than current immediate supervisor)

Attach the staff member's job description. Please comment on it and on his/her performance in the following areas:

1. Willingness to accept new and/or unanticipated work or assignments.
2. Supervision.
3. Ability to plan, organize and carry out general assignments.
4. Ability to handle unanticipated demands.
5. Reliability.
6. Ability to define goals and organize to achieve them.
7. Commitment to volunteer obligations.

Evaluation is NOT to include a recommendation. Comments are to be made on staff member's performance in areas listed above.

Comment:

Previous Immediate Supervisor Signature

Date

Candidate for Reappointment: I have read the evaluation of my former immediate supervisor.

Candidate Signature

Date

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PART III

A-8

STAFF EVALUATION – DIRECTOR/DEAN

Candidate Name: _____ Date: _____

Appraiser: _____

Appraiser's Title: _____

Scale:

- 5 Exceptionally high level of performance in all respects
- 4 Exceeds requirements of the job in some respects
- 3 Meets the requirements of the job
- 2 Performance is uneven
- 1 Performance is unacceptable
- NA Not applicable/appropriate

In the blank space, write the number that describes your judgement of that factor. Rate the person on each item that is appropriate.

- ____ 1. Ability to organize and plan work.
- ____ 2. Attends to detail effectively.
- ____ 3. Quality of work performance.
- ____ 4. Assumes responsibility and job obligations.
- ____ 5. Attitude toward the job.
- ____ 6. Seeks and originates ideas/ways to perform the job better.
- ____ 7. Keeps abreast of new developments in his/her field.
- ____ 8. Works effectively with staff colleagues.
- ____ 9. Ability and willingness to work with administrators.
- ____ 10. Ability and willingness to work with faculty.
- ____ 11. Ability and willingness to work with students.
- ____ 12. Communicates clearly in the performance of his/her work.
- ____ 13. Service to the University (willingness to serve on committees and to assist the University in areas beyond immediate work responsibilities).
- ____ 14. Service to the Community.
- ____ 15. Potential for continued professional development and contribution to the University.

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PART III

A-9

(Continued from previous page)

STAFF EVALUATION - DIRECTOR/DEAN

Attach the staff member's job description. Please comment on it and on his/her performance in the following areas:

1. Willingness to accept new and/or unanticipated work or assignments.
2. Supervision.
3. Ability to plan, organize and carry out general assignments.
4. Ability to handle unanticipated demands.
5. Reliability.
6. Ability to define goals and organize to achieve them.
7. Commitment to volunteer obligations.

Comment:

☐

Recommend

☐

Not Recommended

Director/Dean Signature

Date

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PART IV

A-10

STAFF EVALUATION – VICE PRESIDENT’S RECOMMENDATION

I recommend / do not recommend Mr./Ms. _____
(circle above) (Candidate’s Name)

for appointment to the position of _____.

Comment:

Vice President’s Signature

Date

PRESIDENT’S ACTION:

**NEW JERSEY CITY UNIVERSITY
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B-1

**EVALUATION OF PROFESSIONAL STAFF BY EMPLOYEES
HAVING A FUNCTIONAL WORKING RELATIONSHIP WITH THE CANDIDATE.**

As part of the review and evaluation process for professional staff members, we are evaluating the performance of:

(Name of Staff Member)

(Title)

It is my understanding that within the past years you had the opportunity to work in a functional working relationship with the staff/administrator named above. Please complete this evaluation. All evaluative information will be shared with the professional staff member under review.

Please return this form to _____ by _____.

The following statement reflects my observation and appraisal of the above named staff/administrator's (1) ability; (2) performance; (3) contributions; (4) potential.

Signature

Date