

MESA STATE COLLEGE
Performance Plan/Evaluation for Department Heads

(circle one)

Faculty Member's Name: _____	700 #: _____
Academic Department: _____	Faculty Rank: _____
Plan/Evaluation (circle applicable use) Period: _____	

Quantification Section: (For ease in performing computations, multiply the weight by the rating scale to determine the score for each factor. Total all scores to determine the overall score.)

<i>Factors</i>	<i>Weight</i> <i>Must total 100%</i>	<i>Rating</i> <i>Scale = 1 - 4 *</i>	<i>Score</i> <i>Weight x</i> <i>Rating</i>
Faculty Responsibilities: <i>Specific faculty responsibilities are dependent upon dept policies</i>			
Teaching Effectiveness			
Advising			
Scholarly Activity			
Service			
Department Head Responsibilities			
Departmental Management			
<ol style="list-style-type: none"> 1. Coordinates, develops and implements dept short- and long-range programs, plans, goals and priorities 2. Maintains effective communication with both internal and external constituents 3. Effectively advocates for the department and keeps faculty informed 			
Instruction and Curriculum Oversight			
<ol style="list-style-type: none"> 1. Effectively schedules classes 2. Coordinates, with faculty, academic program review, evaluation and assessment activities 3. Assists in developing all appropriate curriculum, courses and programs 4. Monitors selection of appropriate pedagogical materials and promotes good teaching practices. 			
Faculty/Personnel Management			
<ol style="list-style-type: none"> 1. Recruits and recommends qualified faculty for employment 2. Effectively allocates personnel including establishing teaching schedules and committee assignments 3. Objectively monitors and evaluates job performance of faculty and staff. 			

Approved by the President
December 17, 2007

<i>Factors</i>	<i>Weight</i> <i>Must total 100%</i>	<i>Rating Scale</i> <i>Scale = 1 - 4 *</i>	<i>Score</i> <i>Weight x Rating</i>
Student Management 1. Effectively resolves student concerns, complaints and grievances in accordance with established policies. 2. Effectively advises and counsels students in program plans. 3. Effectively reviews and approves graduation petitions.			
Budget/Resource Management 1. Effectively develops and administers departmental budget. 2. Manages department facilities and equipment. 3. Maintains essential departmental records.			
Additional Performance Measures 1. Performs other duties/projects/goals that further the overall goals of the College and the mission of Mesa State.			
Total	100%		

***Rating Scale** 1=Below Standard
 2=Proficient
 3=Highly Proficient
 4=Excellent

VI. Quantification: (For ease in performing computations multiply the weight by the rating scale to determine the score for each factor. Total all scores to determine the overall score.)

Factor	Weight <i>Must total 100%</i>	Rating Scale <i>Scale =1 - 4 *</i>	Score <i>Weight x Rating</i>
<i>Teaching Effectiveness</i>			
<i>Advising</i>			
<i>Service</i>			
<i>Scholarly Activity</i>			
<i>Departmental Management & Administration</i>			
<i>Instruction & Curriculum Oversight</i>			
<i>Faculty & Personnel Management</i>			
<i>Student Management</i>			
<i>Budget & Resource Management</i>			
<i>Additional Performance Measures</i>			
Total	100%		

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CONVERSION OF TOTAL NUMERIC SCORE TO DESCRIPTIVE RATING

Below Standard	100-150
Proficient	151-250
Highly Proficient	251-350
Excellent	351-400

Key to rating levels:

Below Standard: Evidence demonstrates that the faculty member's contributions are below accepted standards in the area under consideration. A need for improvement is clearly indicated. The level of contribution does not justify any salary increase and may jeopardize continued appointment within the College.

Proficient: Evidence demonstrates that the faculty member meets minimum expectations and has made modest contributions in the area under consideration.

Highly Proficient: Evidence clearly demonstrates that the faculty member has made significant contributions in the area under consideration and is considered highly skilled in that area.

Excellent: Evidence convincingly demonstrates that the faculty member has made exceptional contributions in the area under consideration; contributions that clearly would be recognized as outstanding by professional colleagues at comparable institutions.

FINAL OVERALL RATING: (Check One)

Below Standard

Proficient

Highly Proficient

Excellent

Employee Comments:

I, _____, Agree Disagree with my Performance Evaluation.
(Employee's Signature)

Date: _____

Department Head's Signature: _____

Date: _____

Vice President's Signature: _____

Date: _____

Reviewed by Director of Human Resources

HR Director's Signature: _____

Date: _____

Approved by the President
December 17, 2007