

[ADH Name inserted as Header]

COLORADO MESA UNIVERSITY
Performance Evaluation & Plan for Department Heads

Faculty Member's Name: _____	CMU 700 #: _____
Academic Department: _____	Faculty Rank/Tenure Status: _____
Plan/Evaluation 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 Must total 100%</i>	<i>Rating Scale Scale = 1 - 4 *</i>	<i>Score Weight x Rating</i>
<i>Faculty Responsibilities: Specific faculty responsibilities are dependent upon dept policies. [name] receives [X] credit hours of release for ADH responsibilities each semester.</i>			
Teaching Effectiveness <u>ADH Summary self-evaluation comments:</u> <u>ADH Plan for the next year (include % wt):</u> <u>Supervisor feedback/evaluative comments:</u>			
Advising <u>ADH Summary self-evaluation comments:</u> <u>ADH Plan for the next year (include % wt):</u> <u>Supervisor feedback/evaluative comments:</u>			
Scholarly Activity <u>ADH Summary self-evaluation comments:</u> <u>ADH Plan for the next year (include % wt):</u> <u>Supervisor feedback/evaluative comments:</u>			
Service <u>ADH Summary self-evaluation comments:</u> <u>ADH Plan for the next year (include % wt):</u> <u>Supervisor feedback/evaluative comments:</u>			

Department Head Responsibilities			
<p>Leadership, Management and Department/Unit Administration</p> <ol style="list-style-type: none"> 1. Coordinates, develops and implements dept short- and long-range programs, plans, goals and priorities; 2. Works with faculty in advancing program mission/goals; 3. Maintains and works to enhance positive relationships and effective communication with both internal and external constituents; 4. Recognizes and acknowledges departmental accomplishments; 5. Displays effective data-informed decision-making; and 6. Effectively advocates for the department <p><u>ADH Summary self-evaluation comments:</u></p> <p><u>ADH Plan for the next year (include % wt):</u></p> <p><u>Supervisor feedback/evaluative comments:</u></p>			
<p>Communication</p> <ol style="list-style-type: none"> 1. Available for consultation; 2. Keeps faculty informed, provides clear instructions and rationale for new requirements, projects, changes, etc.; 3. Creates and maintains a welcoming department environment and culture re: faculty suggestions, feedback, etc.; 4. Develops and maintains ADH-faculty communication channels (keeps faculty informed); and 5. Develops and maintains student-faculty/dept communication channels (keeps students informed). <p><u>ADH Summary self-evaluation comments:</u></p> <p><u>ADH Plan for the next year (include % wt):</u></p> <p><u>Supervisor feedback/evaluative comments:</u></p>			
<p>Instruction & Curriculum Oversight</p> <ol style="list-style-type: none"> 1. Effectively manages scheduling and faculty workload schedules classes; 2. Effectively coordinates and manages academic program review and evaluation, national/professional accreditation (if and as dictated by discipline), and assessment activities; 3. Works with faculty to develop appropriate curriculum, courses and programs; 4. Provides monitoring oversight of selection of appropriate pedagogical materials and promotes good teaching practices; 5. Works with faculty to develop and support appropriate co- and extra-curricular events/activities that serve to enhance curricular/intellectual development. <p><u>ADH Summary self-evaluation comments:</u></p> <p><u>ADH Plan for the next year (include % wt):</u></p> <p><u>Supervisor feedback/evaluative comments:</u></p>			

<p>Faculty/Personnel Relations and Management</p> <ol style="list-style-type: none"> 1. Facilitates and supports faculty recruitment and recommends qualified faculty for employment, this includes but is not limited to oversight of department search processes; 2. Effectively allocates personnel including establishing teaching schedules and committee assignments; 3. Promotes and supports department/discipline-related faculty mentoring; 4. Supports, facilitates and fosters a department culture and climate of collegiality, high ethical standards and respect; 5. Supports, within limits department and institution resource parameters, faculty professional development; 6. Provides constructive feedback to faculty, through discussions, observations and/or evaluation processes; objectively monitoring and evaluating job performance of faculty and staff. <p><u>ADH Summary self-evaluation comments:</u></p> <p><u>ADH Plan for the next year (include % wt):</u></p> <p><u>Supervisor feedback/evaluative comments:</u></p>			
<p>Student Relations and Management</p> <ol style="list-style-type: none"> 1. Provides leadership and support to facilitate student recruitment, retention and graduation progress; 2. Effectively manages and/or resolves student concerns, complaints and grievances in accordance with established policies; 3. Effectively advises and counsels students in program plans; 4. Effectively reviews and approves graduation petitions. <p><u>ADH Summary self-evaluation comments:</u></p> <p><u>ADH Plan for the next year (include % wt):</u></p> <p><u>Supervisor feedback/evaluative comments:</u></p>			
<p>Budget & Resource Oversight and Management</p> <ol style="list-style-type: none"> 1. Effectively develops and administers departmental budget; 2. Appropriately involves and/or informs faculty re: budget development and allocation decisions; 3. Manages department facilities and equipment; 4. Leads and supports program, department and university fundraising efforts as needed and appropriate; 5. Maintains essential departmental records. <p><u>ADH Summary self-evaluation comments:</u></p> <p><u>ADH Plan for the next year (include % wt):</u></p> <p><u>Supervisor feedback/evaluative comments:</u></p>			

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<p>Additional Performance Measures Performs other duties/projects/goals that further the overall goals of the University and the mission of Colorado Mesa.</p> <p><u>ADH Summary self-evaluation comments:</u></p> <p><u>ADH Plan for the next year (include % wt):</u></p> <p><u>Supervisor feedback/evaluative comments:</u></p>			
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>Scholarly Activity</i>			
<i>Service</i>			
<i>Leadership & Departmental Management</i>			
<i>Communication</i>			
<i>Instruction & Curriculum Oversight</i>			
<i>Faculty/Personnel Relations & Management</i>			
<i>Student Relations & Management</i>			
<i>Budget & Resource Management</i>			
<i>Additional Performance Measures</i>			
Total	100%		

CONVERSION OF TOTAL NUMERIC SCORE TO DESCRIPTIVE RATING

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

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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 University.

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: _____

President's Signature: _____ Date: _____

Reviewed by Director of Human Resources

HR Director's Signature: _____ Date: _____

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[Insert Year] Plan Responsibilities Weighting

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>Scholarly Activity</i>			
<i>Service</i>			
<i>Leadership & Departmental Management</i>			
<i>Communication</i>			
<i>Instruction & Curriculum Oversight</i>			
<i>Faculty/Personnel Relations & Management</i>			
<i>Student Relations & Management</i>			
<i>Budget & Resource Management</i>			
<i>Additional Performance Measures</i>			
Total	100%		