**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.)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Factors*** | ***Weight***  ***Must total 100%*** | ***Rating Scale***  ***Scale = 1 - 5 \**** | ***Score***  ***Weight x Rating*** |
| ***Faculty Responsibilities: Specific faculty responsibilities are dependent upon dept policies. [name] receives [X] credit hours of release for ADH responsibilities each semester.*** | | | |
| **Teaching Effectiveness**  ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| **Advising**  ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| **Scholarly Activity**  ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| **Service**  ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| ***Department Head Responsibilities*** | | | |
| **Leadership, Management and Department/Unit Administration**   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   ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| **Communication**   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).   ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| **Instruction & Curriculum Oversight**  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.  ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| **Faculty/Personnel Relations and Management**  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.  ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| **Student Relations and Management**  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.  ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| **Budget & Resource Oversight and Management**   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.   ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| **Additional Performance Measures**  Performs other duties/projects/goals that further the overall goals of the University and the mission of Colorado Mesa.  ADH Summary self-evaluation comments:  ADH Plan for the next year (include % wt):  **Supervisor feedback/evaluative comments**: |  |  |  |
| **Total** | 100% |  |  |

**\*Rating Scale: 1=Unsatisfactory, 2=Below Expectation, 3=Successful, 4=Above Expectation, 5=Exceptional**

**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***  ***Must total 100%*** | ***Rating Scale***  ***Scale =1 - 5 \**** | ***Score***  ***Weight x Rating*** |
| --- | --- | --- | --- |
| *Teaching Effectiveness* |  |  |  |
| *Advising* |  |  |  |
| *Scholarly Activity* |  |  |  |
| *Service* |  |  |  |
| *Leadership & Departmental Management* |  |  |  |
| *Communication* |  |  |  |
| *Instruction & Curriculum Oversight* |  |  |  |
| *Faculty/Personnel Relations & Management* |  |  |  |
| *Student Relations & Management* |  |  |  |
| *Budget & Resource Management* |  |  |  |
| *Additional Performance Measures* |  |  |  |
| ***Total*** | 100% |  |  |

**CONVERSION OF TOTAL numeric score to descriptive rating**

Unsatisfactory 100-150

Below Expectation 151-250

Successful 251-350

Above Expectation 351-450

Exceptional 451-500

**Key to rating levels:**

**Unsatisfactory**: The faculty member’s performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.

**Below Expectation**: The Faculty member’s performance is generally below the minimum requirements for the job.

**Successful**: The Faculty member’s performance is consistent with what is expected and considered acceptable.

**Above Expectation**: The Faculty member’s performance is consistently above normal expectations and standards.

**Exceptional**: The Faculty member’s performance is superior, far above what is required. Faculty member consistently exceeds highest standards.

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| --- |
| **FINAL OVERALL RATING:** (Check One)  Unsatisfactory 🞎 Below Standard 🞎 Successful 🞎 Above Expectation 🞎 Exceptional 🞎 |

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: \_\_\_\_\_\_\_

**[Insert Year] Plan Responsibilities Weighting**

| **Factor** | ***Weight***  ***Must total 100%*** | ***Rating Scale***  ***Scale =1 - 5 \**** | ***Score***  ***Weight x Rating*** |
| --- | --- | --- | --- |
| *Teaching Effectiveness* |  |  |  |
| *Advising* |  |  |  |
| *Scholarly Activity* |  |  |  |
| *Service* |  |  |  |
| *Leadership & Departmental Management* |  |  |  |
| *Communication* |  |  |  |
| *Instruction & Curriculum Oversight* |  |  |  |
| *Faculty/Personnel Relations & Management* |  |  |  |
| *Student Relations & Management* |  |  |  |
| *Budget & Resource Management* |  |  |  |
| *Additional Performance Measures* |  |  |  |
| ***Total*** | 100% |  |  |