

INDIVIDUAL DEAN EVALUATION

YEAR:

NAME:

DATE:

The following is a request for information that will assist your supervisor in the development of your annual evaluation. Please respond to the following items and return them to your supervisor within 2 weeks. Please assemble your information in the order of this request. Following receipt of your information, your supervisor will contact you for an agreement on a time for your evaluation interview and observation if applicable

I. Division Activities/ Accomplishments

- A. Grants written; grants awarded
- B. Accreditations completed
- C. Equipment
- D. Programs developed
- E. Program recognitions
- F. Work Force Development Activities
- G. Other

II. PROFESSIONAL DEVELOPMENT/ACHIEVEMENTS (address only those that apply)

- A. List Professional Organizations in which you are a member and leadership roles, etc.
- B. List Professional Development Activities/Seminars, Courses, you have attended
- C. Publications/book reviews you have written or read relating to your area/methods
- D. Seminars or presentations done

III. SERVICE

- A. Institutional (organizations, campus-wide events)
- B. Community involvement (organizations, public service, leadership roles, church, other)
- C. Other Service Activities/Special Projects for the community or institution
- D. Alabama College System Committees

IV. GOALS/ OBJECTIVES

- A. Describe your goals/objectives for the coming year (generally 2-4)
- C. Additional comments/concerns/suggestions.

IV. OPTIONAL QUESTIONS FOR YOUR CONSIDERATION

1. Do you have any questions about your job responsibilities as outlined in your position description?
2. Please list and evaluate any changes to your job or additional duties/responsibilities assigned to you.
3. List what you consider to be your greatest strengths or accomplishments this year.
4. What changes would you like to see made to your job that would improve your performance and be beneficial to the college?

5. What accomplishments would you like to see your department or Southern Union as a whole achieve in the next three to five years?

Other suggestions or comments?