

**SOUTHERN UNION STATE COMMUNITY COLLEGE
EVALUATION FORM FOR INSTITUTIONAL DEANS**

Name:

Position:

Supervisor:

Department:

Space is provided below for self-evaluation by the employee and performance evaluation by the supervisor. Please check the rating box which you believe most accurately reflects performance for the respective category. Checking "Exceeds Expectations" or "Needs Improvements" requires an explanation and/or guidance.

1. Program Development
(e.g., clarity of vision ; establishment of new programs; revision of programs; innovation in program development; support of programs; communication and/or response to revisions in school, state, or outside agency requirements in programs)

<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

2. Faculty and Staff Governance
(e.g., support of faculty governance structure within the division and across the college; encouragement and recognition of faculty participation in governance)

<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

3. Student Leadership and Governance
(e.g., encouragement of student participation in governance; support of student leadership opportunities in campus and community organizations)

<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

4. Strategic Planning for Departments
(e.g., communication with department chairs; support for communication among departments within school; representation of departments within school to the larger college community; foresight in responding to department needs)

<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

5. Budget Priorities and Decisions
(e.g., ranking of budgetary needs and decision making to support the goals of the departments and the college)

<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

6. Decision Making in Hiring and Appointment of Faculty/Staff and Faculty/Staff Development

(e.g., academic and professional faculty and staff, other positions as needed in department, instructor workload, professional development opportunities)

<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

7. Advocacy for the School

(e.g., representation and promotion of the school at the local, state, and regional levels where appropriate)

<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

8. Generation of Funding

(e.g., support of faculty in applying for grants; promotion of school goals and initiatives via application for funding from grants, college administration, and outside agencies; success in obtaining financial resources)

<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

9. Relationships with Faculty, Staff, Deans, Other Divisions, and Students

(e.g., availability to faculty, staff, and students; communication of needs to faculty and staff; quality interaction with faculty, staff, and students; support of faculty innovation and creative work; responsiveness to student and staff needs; quality of interaction with deans and chairs in other departments/divisions; performance in working with other divisions)

<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

10. Initiative in Service to the Community

(e.g., support of professional development and service to the region)

<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

Employee Comments:

Supervisor Comments:

Employee - By checking this box you acknowledge that you have read the contents of the form.

Employee:

Date:

Supervisor - By checking this box you acknowledge that you have read the contents of the form.

Supervisor:

Date: