

SOUTHERN UNION STATE COMMUNITY COLLEGE
INDIVIDUAL DEAN EVALUATION

FORM A

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?

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:

ACKNOWLEDGEMENT:

By typing your name and checking the Acknowledgement box below, you acknowledge that you have read and discussed your evaluation with your supervisor. Your signature does not imply an agreement with the evaluation. (The information submitted and any responses will be placed into the individual's personnel file.)

ACKNOWLEDGEMENT:

EMPLOYEE:

DATE:

ACKNOWLEDGEMENT:

SUPERVISOR:

DATE: