**ANNUAL EVALUATION - DEPARTMENT HEAD SUPPLEMENTAL**

**EVALUATION PERIOD JANUARY 1,**       **THRU DECEMBER 31,**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Department:** |  | **PIN:** |  |

Pursuant to the TEXAS A&M UNIVERSITY-COMMERCE PROCEDURES 12.01.99.R0.02 Annual Evaluation of Faculty and 12.01.99.R0.04 Academic Administrator Evaluation, *academic administrators…are evaluated according to their relative success in working with people, programs, policies, procedures and finances.* This annual evaluation supplement along with the attached Annual Evaluation Report covers the previous calendar year.

**1.** **Recruiting a diverse faculty**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | | |
|  | | |
| REMARKS REQUIRED: | | | |

**2.** **Providing faculty development opportunities**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | | |
|  | | |
| REMARKS REQUIRED: | | | |

**3. Conducting effective faculty evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | | |
|  | | |
| REMARKS REQUIRED: | | | |

**4. Developing curriculum**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | | |
|  | | |
| REMARKS REQUIRED: | | | |

**5. Maintaining standards of quality**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | | |
|  | | |
| REMARKS REQUIRED: | | | |

**6. Establishing appropriate budgeting procedures and managing fiscal and educational resources**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | | |
|  | | |
| REMARKS REQUIRED: | | | |

**7. Communicating skillfully**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | | |
|  | | |
| REMARKS REQUIRED: | | | |

**8. Demonstrating initiative**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | | |
|  | | |
| REMARKS REQUIRED: | | | |

**9. Demonstrating institutional commitment**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | | |
|  | | |
| REMARKS REQUIRED: | | | |

**10. Conducting miscellaneous administrative duties**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | | |
|  | | |
| REMARKS REQUIRED: | | | |

**11. OVERALL Evaluation**

|  |  |  |
| --- | --- | --- |
| CHECK ONE: | Does Not Meet Expectations (1) Partially Meets Expectations (2) Meets Expectations (3) Exceeds Expectations (4)  Significantly Exceeds Expectations (5) | |
|  | | |
| REMARKS REQUIRED: | | |

**12. LIST GOALS AND OBJECTIVES TO BE COMPLETED IN THE NEXT YEAR.**

|  |
| --- |
|  |
| REMARKS REQUIRED: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EVALUATOR *(The Dean is the Evaluator)*:** *I have prepared this “Annual Evaluation Report” and reviewed it with the employee:* | | | | | | | | |
|  |  | |  | | | Date: |  |  |
| *Dean’s Signature* | | | | | | | | |
|  | | | | | | | | |
| Type/Print Name: | |  | | Title: |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE:** *I have read and reviewed the foregoing evaluation. It is my understanding that I may attach comments, if there is a disagreement with the evaluation.* | | | | | |
|  |  |  | Date: |  |  |
| *Employee’s Signature* | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROVOST AND Vice President for Academic Affairs:** | | | | | | | |
|  | I concur with the Dean’s assessment. | | | | | | |
|  | | | | | | | |
|  | I disagree with the Dean’s assessment. *My reasons are attached.* | | | | | | |
|  |  | |  | | Date: |  |  |
| *Provost’s Signature* | | | | | | | |
|  | | | | | | | |
| Type/Print Name: | |  | |  | | | |