

MISSISSIPPI UNIVERSITY FOR WOMEN

Deans Supervisory Performance Appraisal

(To be used annually by faculty members to evaluate their Dean)

I. Personal Information

Dean's Name: _____

College: _____

Name of faculty member completing this appraisal: _____

How often does the evaluator interact with person being evaluated? (i.e. daily, weekly, etc.) _____

II. Instructions: Faculty should carefully evaluate his/her Dean's ability to supervise effectively in relation to current job requirements. For each factor mark the appropriate rating.

Explanation of Rating Scale

| | | |
|-----|----------------------|--|
| 5 | Outstanding | Performance is exceptional and is recognizable as being superior to others. |
| 4 | Exceeds Expectations | Performance is of high quality and clearly exceeds most position requirements. |
| 3 | Satisfactory | Meets requirements. Competent and dependable level of performance. |
| 2 | Marginal | Performance is below expectations in certain areas. Some improvement is necessary. |
| 1 | Unsatisfactory | Performance is generally unacceptable and requires significant improvement. |
| N/A | Not Applicable | Too soon to rate – not observed. |

| FACTORS | | RATING | | | | | |
|---------|--|--------|---|---|---|---|---|
| 1. | <u>Planning</u> Extent to which Dean anticipates needs, determines priorities, and establishes a course of action. | N/A | 5 | 4 | 3 | 2 | 1 |
| 2. | <u>Organizing</u> Extent to which Dean delegates workload fairly and effectively to achieve objectives within time requirements. | N/A | 5 | 4 | 3 | 2 | 1 |
| 3. | <u>Problem Solving</u> Extent to which Dean identifies problems and aids the college in developing alternative solutions, identifying their consequences and impact. | N/A | 5 | 4 | 3 | 2 | 1 |
| 4. | <u>Innovation</u> Extent to which Dean is open and receptive to suggestions and new methods/approaches for accomplishing objectives. | N/A | 5 | 4 | 3 | 2 | 1 |

CONDUCT/BEHAVIOR

| | | | | | | | |
|----|---|-----|---|---|---|---|---|
| 1. | <u>Customer Service</u> Extent to which Dean is courteous and attentive to the needs of students, faculty, and staff. | N/A | 5 | 4 | 3 | 2 | 1 |
| 2. | <u>Enthusiasm</u> Extent to which Dean demonstrates energy and enthusiasm in the job. | N/A | 5 | 4 | 3 | 2 | 1 |
| 3. | <u>Dedication</u> Extent to which Dean is devoted to accomplishing university and college objectives. | N/A | 5 | 4 | 3 | 2 | 1 |

| COMMUNICATION SKILLS | | | | | | | |
|-------------------------------|---|-----|---|---|---|---|---|
| 1. | <u>Listening</u> Extent to which Dean demonstrates effective listening skills. | N/A | 5 | 4 | 3 | 2 | 1 |
| 2. | <u>Writing</u> Extent to which Dean expresses ideas effectively and clearly in writing. | N/A | 5 | 4 | 3 | 2 | 1 |
| 3. | <u>Speaking</u> Extent to which Dean speaks effectively and clearly. | N/A | 5 | 4 | 3 | 2 | 1 |
| 4. | <u>Interaction with Others</u> Extent to which Dean communicates with other staff in the college or department in an effective and courteous manner. | N/A | 5 | 4 | 3 | 2 | 1 |
| 5. | <u>Responsiveness</u> Extent to which Dean responds to requests and needs of others in a timely and helpful manner. | N/A | 5 | 4 | 3 | 2 | 1 |
| 6. | <u>Access</u> Extent to which Dean is accessible to subordinates and maintains an open door policy. | N/A | 5 | 4 | 3 | 2 | 1 |
| 7. | <u>Teamwork</u> Extent to which Dean works well as a member of the college. | N/A | 5 | 4 | 3 | 2 | 1 |
| 8. | <u>Interpersonal Relationships</u> Extent to which Dean promotes a positive work atmosphere through effectively resolving interpersonal conflicts in the workplace. | N/A | 5 | 4 | 3 | 2 | 1 |
| LEADERSHIP | | | | | | | |
| 1. | <u>Objectivity</u> Extent to which Dean demonstrates fairness and objectivity within the college. | N/A | 5 | 4 | 3 | 2 | 1 |
| 2. | <u>Motivates Subordinates</u> Extent to which Dean has the support of and motivates faculty, staff, and students. | N/A | 5 | 4 | 3 | 2 | 1 |
| 3. | <u>Directing Subordinates</u> Extent to which Dean clearly communicates his/her expectations of the faculty. | N/A | 5 | 4 | 3 | 2 | 1 |
| 4. | <u>Guidance</u> Extent to which Dean provides staff with resources and assistance necessary to attain objectives. | N/A | 5 | 4 | 3 | 2 | 1 |
| 5. | <u>Professional Development</u> Extent to which Dean provides opportunities for and encourages professional development of faculty. | N/A | 5 | 4 | 3 | 2 | 1 |
| 6. | <u>Communicative</u> Extent to which Dean provides adequate evaluative feedback to faculty. | N/A | 5 | 4 | 3 | 2 | 1 |
| PROFESSIONAL QUALITIES | | | | | | | |
| 1. | <u>Supportive</u> Extent to which Dean is supportive of University personnel and policies. | N/A | 5 | 4 | 3 | 2 | 1 |
| 2. | <u>Integrity</u> Extent to which Dean demonstrates honesty and sincerity in performing the job and accepts personal responsibility. | N/A | 5 | 4 | 3 | 2 | 1 |

| | | | | | | | |
|----|--|-----|---|---|---|---|---|
| 3. | Ethics Extent to which Dean demonstrates acceptable ethical standards. | N/A | 5 | 4 | 3 | 2 | 1 |
|----|--|-----|---|---|---|---|---|

III. Faculty Member's Comments:

V. Dean's Comments:

VI. OVERALL PERFORMANCE RATING (check one)

5 – Outstanding 4 – Exceeds Expectations 3 – Satisfactory 2 - Marginal 1 – Unsatisfactory

VII. Has this evaluation been discussed with your Dean? yes or no

Faculty Member Printed Name (optional)* _____

| | |
|--|------|
| Faculty Member's Signature (optional)* | Date |
| Dean's Signature (optional)** | Date |
| Provost/V.P. Academic Affairs' Signature | Date |

* Faculty members may submit this form signed or anonymously.

** At their discretion, faculty members may choose to provide a copy to their dean and discuss it with them or submit it directly to the Provost/VPAA. Completion, discussion, and submission of this form should have no impact on your performance appraisal. Dean's signature does not indicate agreement with this appraisal. It only acknowledges that the Dean was given the opportunity to discuss the appraisal with the faculty member.