

# 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.	<b><u>Planning</u></b> Extent to which Dean anticipates needs, determines priorities, and establishes a course of action.	N/A	5	4	3	2	1
2.	<b><u>Organizing</u></b> Extent to which Dean delegates workload fairly and effectively to achieve objectives within time requirements.	N/A	5	4	3	2	1
3.	<b><u>Problem Solving</u></b> Extent to which Dean identifies problems and aids the division in developing alternative solutions identifying their consequences and impact.	N/A	5	4	3	2	1
4.	<b><u>Innovation</u></b> 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.	<b><u>Customer Service</u></b> Extent to which Dean is courteous and attentive to the needs of students, faculty, and staff.	N/A	5	4	3	2	1
2.	<b><u>Enthusiasm</u></b> Extent to which Dean demonstrates energy and enthusiasm in the job.	N/A	5	4	3	2	1
3.	<b><u>Dedication</u></b> Extent to which Dean is devoted to accomplishing university and division objectives.	N/A	5	4	3	2	1

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

3.	<b>Ethics</b> Extent to which Dean demonstrates acceptable ethical standards.	N/A	5	4	3	2	1
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**III. Faculty Member's Comments:**

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**V. Dean's Comments:**

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**VI. OVERALL PERFORMANCE RATING (check one)**

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

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

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

\*Employee may submit this form anonymously to the Provost/Vice President of Academic Affairs.

\*\*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.

Copies: Original & 1 Copy – PVPAA\*\*\*  
 Copy – Faculty Member  
 Copy – Dean

\*\*\* Upon completion of the evaluation process, the PVPAA's office should forward the original appraisal form to the Office of Human Resources to be filed.