

NASHVILLE STATE TECHNICAL COMMUNITY COLLEGE
Performance Review and Development Plan for Instructional Deans

DIVISION DEAN:

REVIEW PERIOD:

DIVISION:

PART 1: REASON FOR REVIEW (Please check one)

_____ Annual Review _____ Probation ____ Other (Explain)

PART 2: REVIEW OF JOB DESCRIPTION

Employee Supervisor

_____ _____ The employee's job description has been reviewed.

(Check one)

The job description is accurate.
 A proposed job description is attached.

PART 3: DEFINITION OF LEVELS OF ACHIEVEMENT

- 5 = Outstanding** Employee consistently exceeds established standards and goals.
- 4 = Above Expected Standards** Employee consistently accomplishes objectives with occasional instances of exceptional performance
- 3 = Meets Expected Standards** Employee effectively performs job duties and position objectives
- 2 = Below Expected Standards** Employee sometimes meets established objectives, but lacks consistency.
- 1 = Poor** Employee meets established objectives only occasionally.
- N = Not Applicable** Does not apply to the position being evaluated.

PART 4: FINAL REVIEW SIGNATURES

I have completed an interview to discuss the overall performance results with my supervisor.
 My signature does not necessarily signify agreement with the results.

 Employee's Signature

 Date

 Vice President's Signature

 Date

 President's Signature (optional)

 Date

E = Employee S = Supervisor	5 = Outstanding 4 = Above Expected Standards 3 = Meets Expected Standards 2 = Below Expected Standards 1 = Poor N = Not Applicable
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Part 5: DIVISION-LEVEL ITEMS	E	S	COMMENTS (During Evaluation Conference)
1. Provides leadership to the division			
2. Supervises coordinators, faculty and staff effectively			
3. Evaluates division personnel appropriately			
4. Recruits personnel effectively in accordance with the College affirmative action plan			
5. Confronts personnel about performance weaknesses			
6. Maintains accreditation standards			
7. Oversees continuous assessment and improvement of division offerings			
8. Stimulates the development and revision of academic offerings in the division			
9. Manages budgets well			
10. Manages the day-to-day operations of the division effectively			
11. Represents the division effectively in the community and brings community feedback to the division, including program advisory committees			

Part 6: COLLEGE-WIDE ITEMS			
	E	S	Comments
1. Provides leadership to the College as a member of the Academic Affairs leadership team			
2. Follows applicable policies and procedures			
3. Works well on a team			
4. Resolves conflict effectively			
5. Sets priorities that are consistent with the College mission			
6. Communicates clearly and frequently with division personnel and other members of the College community			
7. Is an effective time manager			
8. Analyzes situations, evaluates alternative courses of action, and acts decisively			
9. Participates in campus-wide activities that are integral to College success, including institutional effectiveness, grant development and implementation, articulation, and professional development.			
10. Other assigned duties. Please list below.			

Overall Performance	E	S	Comments
Overall evaluation of job performance			

2/23/2004