

NASHVILLE STATE
Performance Review and Development Plan
PROGRAM COORDINATORS – ACADEMIC AFFAIRS

EMPLOYEE:

PROGRAM:

REVIEW PERIOD:

DEFINITION OF LEVELS OF ACHIEVEMENT

3 = Above Expected Standards Consistently accomplishes objectives with occasional instances of exceptional performance

2 = Meets Expected Standards Effectively performs job duties and position objectives

1 = Below Expected Standards Sometimes meets established objectives, but lacks consistency.

N = Not Applicable Does not apply to the position being evaluated.

CAMPUS-WIDE JOB FUNCTIONS (From Job Description)	E	S	COMMENTS
1. Advocates for the program			
2. Presents a positive image of the program and College			
3. Communicates program activities to the Dean			
4. Leads faculty teams to recruit qualified faculty			
5. Leads faculty teams to ensure effective advising			
6. Leads faculty teams to develop, assess, and strengthen curriculum			
7. Schedules classes, including course schedules and faculty loads			
8. Assists the Dean in budgeting matters			
9. Informs the Dean of needed supplies and equipment			
10. Supports college efforts in the area of affirmative action/equal employment opportunity.			

RESPONSIBILITIES SPECIFIC TO THE DIVISION OR PROGRAM	E	S	Comments
1. Plans Advisory Committee meetings			
OVERALL PERFORMANCE	E	S	Comments
Overall evaluation of job performance			