

EVALUATION FORM

FACULTY COORDINATOR

To be completed by Dean/Responsible Administrator

College: \_\_\_\_\_ Division: \_\_\_\_\_  
Academic year of evaluation \_\_\_\_\_ Semester: \_\_\_\_\_  
Name of evaluatee: \_\_\_\_\_  
Name of evaluator: \_\_\_\_\_

*(For coordination portion of assignment only)*

Job knowledge: The coordinator understands the coordination role and what is required to successfully perform the duties of the job.

- Exceeds Expectations
- Meets Expectations
- Needs improvement
- Unsatisfactory
- Not observed/Not applicable to this position

Comments:
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Functional knowledge: The coordinator understands the rules and regulations, policies, procedures, practices, and functional relationships of the job.

- Exceeds Expectations
- Meets Expectations
- Needs improvement
- Unsatisfactory
- Not observed/Not applicable to this position

Comments:
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Organization: The coordinator plans, organizes, and performs administrative functions of the job, and communicates up and down the appropriate lines of communication.

- Exceeds Expectations
- Meets Expectations
- Needs improvement
- Unsatisfactory
- Not observed/Not applicable to this position

Comments:

Leadership/supervision: The coordinator trains and/or leads subordinates or others, directs their activities, guides their development, and achieves results related to the coordination role.

Exceeds Expectations

Meets Expectations

Needs improvement

Unsatisfactory

Not observed/Not applicable to this position

Comments:

Collaboration: The coordinator works collaboratively with colleagues, other constituents, and administrative personnel in order to effectively represent and advocate for the programs and/or services being coordinated.

Exceeds Expectations

Meets Expectations

Needs improvement

Unsatisfactory

Not observed/Not applicable to this position

Comments:

Initiative and ingenuity: The coordinator identifies and resolves problems, and originates, develops, and implements ideas according to the established processes.

Exceeds Expectations

Meets Expectations

Needs improvement

Unsatisfactory

Not observed/Not applicable to this position

Comments:

Dependability: The coordinator completes assignments, budgets, reports, and required duties effectively and in a timely manner.

Exceeds Expectations

Meets Expectations

Needs improvement

Unsatisfactory

Not observed/Not applicable to this position

Comments:

Adaptability: The coordinator interacts effectively with fellow employees, students, and others; demonstrates a positive and open attitude toward his or her responsibilities; and welcomes input from other campus departments and programs.

Exceeds Expectations

Meets Expectations

Needs improvement

Unsatisfactory

Not observed/Not applicable to this position

Comments:

COMMENDATIONS:

The coordinator demonstrates excellence in the following areas:

RECOMMENDATIONS:

Development needed in present position/areas of growth. Explain what specific improvements are needed to achieve greater effectiveness in the coordinator role.

**EVALUATION SUMMARY:**

Explain how this coordinator has met the requirements of her/his coordination role during the period covered by this evaluation.

**GOALS FOR NEXT YEAR:**

List goals that should be achieved in this coordinator's role in the coming year.

**OVERALL PERFORMANCE RATING**

- A. Exceeds expectations.
- B. Meets expectations.
- C. Needs improvement. (Improvement plan required. See Improvement Plan form.)
- D. Is unsatisfactory.

**EVALUATOR COMMENTS:**

I have met with the evaluatee and discussed the evaluatee's evaluation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Evaluator

**EVALUEE COMMENTS:**

I have met with the evaluator and discussed my evaluation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Evaluatee