

DEPARTMENT CHAIR/DIRECTOR
ANNUAL PERFORMANCE
SELF EVALUATION

Chair's/Director's Name

Review Period

Department

Please evaluate performance as measured against the Core Competencies listed below.

Assess this performance according to the following numerical scale:

5 = Outstanding 4 = Exceeds expectations 3 = Meets expectations 2 = Below expectations 1 = Poor

Use the Comments area to clarify or expand upon your assessments; attach additional pages if necessary.

LEADERSHIP EXCELLENCE

L1. Articulates and embodies the mission of the educational, research and clinical programs of the department as part of the larger vision of the School.

Rating

Accomplishments/Comments

L2. Collaborates effectively with internal and external partners to develop and advance MSM's strategic goals

Rating

Accomplishments/Comments

L3. Uses time management, critical thinking, and sound judgment to balance the demands of education, research, clinical care, department operations and the pursuit of workplace excellence.

Rating

Accomplishments/Comments

L4. Advocates for the department and moderates this advocacy in accordance with the larger institutional picture.

Rating

Accomplishments/Comments

L5. Manages effectively and cooperatively when leading cross-disciplinary and cross-departmental teams.

Rating

Accomplishments/Comments

L6. Demonstrates high levels of emotional intelligence, as evidenced by humility, empathy, transparency, fairness, discretion and open-mindedness when interacting with others.

Rating

Accomplishments/Comments

L7. Is willing to take difficult leadership positions when necessary; can manage and resolve conflict well.

Rating

Accomplishments/Comments

L8. Acquires and employs a wide variety of leadership styles and techniques in order to manage the work environment effectively.

Rating

Accomplishments/Comments

L9. Demonstrates productivity, decisiveness, and willingness to act.

Rating

Accomplishments/Comments

L10. Designs and supports a strategic plan that facilitates expansion of philanthropic and grant opportunities. This includes building public value for the Chair's/Director's respective area of responsibility.

Rating

Accomplishments/Comments

TEACHING EXCELLENCE

T1. Is knowledgeable about the accreditation, certification and regulatory standards that govern educational programs.

Rating

Accomplishments/Comments

T2. Is fully engaged in the educational curriculum, ensuring that the department's field of interest is an integral part of the program throughout the curriculum's four years.

Rating

Accomplishments/Comments

T3. Raises the level of scholarship in the department's field of interest, encouraging faculty/ students to become masters in the field.

Rating

Accomplishments/Comments

T4. Ensures that faculty members are engaged in the mentoring process for learners, and that the breadth of opportunity available in the department's specialty is known and accessible.

Rating

Accomplishments/Comments

T5. Ensures that faculty are engaged in teaching and evaluation (within and across departments/programs) and assures effectiveness and accountability of the faculty in teaching and evaluation.

Rating

Comments

RESEARCH EXCELLENCE

R1. Is an authority in his/her field, with a history of original research contributions and external financial research support.

Rating

Accomplishments/Comments

R2. Ascertains and documents that the department's research is aligned with MSM's mission of eliminating health disparities relevant to the communities served.

Rating

Accomplishments/Comments

R3. Understands and is able to communicate future trends in his/her discipline.

Rating

Accomplishments/Comments

R4. Is familiar with standards of research integrity and compliance, and ensures that his/her department adheres to these standards.

Rating

Accomplishments/Comments

R5. Leverages scientific opportunities, and identifies research areas important to the mission of the department and the School; nurtures appropriate research teams.

Rating

Accomplishments/Comments

R6. Has a working knowledge of research funding sources and the processes for acquiring support.

Rating

Accomplishments/Comments

CLINICAL EXCELLENCE

C1. Understands the skills needed to meet the health care needs of the patient population.

Rating

Accomplishments/Comments

C2. Promotes and supports advances in clinical practice.

Rating

Accomplishments/Comments

C3. Understands the issues of healthcare in our society.

Rating

Accomplishments/Comments

C4. Sets and enforces standards for clinical care; helps provide quality care for all patients served by the healthcare system.

Rating

Accomplishments/Comments

C5. Manages institutional systems such as credentialing, productivity, practice plan management, documentation of care, billing and collecting, risk management, cost effectiveness and reduction of medical errors.

Rating

Accomplishments/Comments

C6. Sets and monitors metrics for clinical productivity.

Rating

Accomplishments/Comments

C7. Seeks and supports opportunities to enhance the efficiency of clinical operations.

Rating

Accomplishments/Comments

C8. Is familiar with practice regulations and ensures compliance with those regulations.

Rating

Accomplishments/Comments

C9. Ascertains and documents that the department’s clinical practice is aligned with MSM’s mission of eliminating health disparities relevant to the communities served.

Rating

Accomplishments/Comments

WORKPLACE EXCELLENCE

W1. Cultivates an effective departmental culture; encourages faculty to work together, provides clarity on their assigned goals, helps them understand how their work will be evaluated, and gives them an appreciation of their role in the overall strategic plan.

Rating

Accomplishments/Comments

W2. Is involved with the successful recruitment of excellent faculty.

Rating

Accomplishments/Comments

W3. Mentors faculty in developing their careers; communicates information regarding career paths, promotion, tenure and development opportunities when appropriate. Rewards faculty appropriately with promotions, salary increases, benefits, awards, appointments, sponsorships, inclusion in networking, etc.

Rating

Accomplishments/Comments

W4. Creates an environment of professionalism, respect, trust, tolerance and acceptance.

Rating

Accomplishments/Comments

W5. Is an effective listener and communicator.

Rating

Accomplishments/Comments

W6. Models lifelong learning; shows intellectual curiosity and creativity, and promotes a culture of inquiry within the department.

Rating

Accomplishments/Comments

W7. Works to address the challenges faced by women, minorities and differently-abled students and faculty.

Rating

Accomplishments/Comments

W8. Identifies, confronts and corrects unacceptable behavior and poor performance; removes unsuccessful individuals humanely.

Rating

Accomplishments/Comments

W9. Allocates departmental resources effectively to ensure proper execution of department plans.

Rating

Accomplishments/Comments

OPERATIONAL EXCELLENCE

O1. Develops and implements departmental strategic plans that align with and support MSM's strategic plans.

Rating

Accomplishments/Comments

O2. Is knowledgeable and exhibits appropriate levels of proficiency regarding the tools and techniques used to manage the department's budget.

Rating

Accomplishments/Comments

O3. Develops measurement techniques for evaluating the outcomes of assigned departmental goals and objectives.

Rating

Accomplishments/Comments

O4. Is aware of federal and state laws, as well as University and Medical School policies, that apply to the department; ensures that they are upheld.

Rating

Accomplishments/Comments

Major accomplishments during the year

Areas of opportunity

Goals for the next academic year, based on core competencies

1

2

3

4

5

Overall Assessment

Summary

Chair's/Director's Signature

Date