**PERFORMANCE GOALS AND OBJECTIVES**

Person, Dean

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| Performance Goals and Objectives for 20XX -XX |

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| POSITION PURPOSE Reporting to the Vice President of Academic Affairs, the Dean provides for the educational welfare of students and the professional needs of staff in the division. Working cooperatively with the staff, and operating within established duties and responsibilities, the Dean has the responsibility and authority to make decisions on matters related to the division: plan, organize, administer, develop, and evaluate the programs, projects, and activities of assigned instructional divisions; provide leadership for faculty and staff in offering quality educational services for college students; and supervise and evaluate the performance of assigned personnel.  The Dean is responsible for the division including XX1, XX2, XX3 and XX4. |

**KEY DUTIES and RESPONSIBILITIES**

# Leadership

1. Participate in strategic and long-range instructional planning for the College and the District.
2. Provide leadership for program review, including program improvement and development; systematic assessment of student progress and learning outcomes; review and recommend changes to maintain relevance of division programs to meet student and community needs.
3. Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the overall College instructional program.
4. Maintain current knowledge of new trends and innovations in community colleges and higher education.
5. Promote excellence in teaching.

# Curriculum & Program Development

1. Work with faculty to plan for curriculum additions, modifications, and deletions; set priorities for resource needs; provide program analysis.
2. Facilitate maintenance of relevant curriculum appropriate to the college mission.
3. Work with faculty to identify and implement Student Learning Outcomes.

# Resource Allocation

1. Develop and manage the Division budget consistent with District policy and sound financial management principles.
2. Identify and prioritize division needs, secure available funding, and strategically allocate and re-allocate resources.
3. Develop and maintain safe laboratory facilities that allows faculty and staff to meet the needs of the science laboratory curriculum.
4. Confer with faculty regarding ideas for program improvement to find resources for development through grants and special projects.

# Staffing

1. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, discipline and terminate personnel according to established policies and procedures.
2. Recruit and develop adjunct faculty pools.

# Student Success

1. Work with faculty and staff to assess students and continuously monitor their progress for success using appropriate data and research tools.
2. Oversee and evaluate requests for: credit by exam, course waivers, and other student petitions.
3. Resolve student issues and assist faculty and staff to refer issues (DSP, student behavior, grade changes, etc.) to appropriate departments.

# Community Relations/Outreach

1. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs and establish advisory committees as appropriate.
2. Determine and oversee needs for other college sites and centers regarding instructional programs and services, provide for proper staffing of classes, and administer and evaluate courses and assigned instructional full time and part-time staff.
3. Facilitate academic partnerships between Division faculty, faculty in feeder high schools, and four-year transfer institutions; assure maximum course articulation for students.

# Scheduling

1. Ensure preparation of a schedule of classes to meet the needs of students and work with staff to produce accurate schedules, catalog information, program information and multi-year instructional plans.
2. Assign faculty to classes, monitor schedules and faculty and staff workload for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the Division.

Directions: To be completed with input from employee and supervising administrator

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| **ANNUAL PERFORMANCE GOALS 20XX-XX** | **On-Track** | **Needs Attention** | **Comments** |
|  | **Mid-Term Review** | | |
| **Goal** |  |  |  |
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| **ANNUAL PERFORMANCE OBJECTIVES 20XX-XX** | **On-Track** | **Needs Attention** | **Comments** |
|  | **Mid-Term Review** | | |
| **Objective** \*The administrator participates in student learning outcome assessment by effectively leading those directly responsible for student progress. (provide specific examples how this standard has been met.) *\*For academic administrators* |  |  |  |
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| **Performance Review Components** | **On-Track** | **Needs Attention** | **N/A** | **Comments** |
| Professional Knowledge And Expertise | | | | |
| Job Knowledge |  |  |  |  |
| Dependability |  |  |  |  |
| Leadership |  |  |  |  |
| Quality Of Leadership |  |  |  |  |
| Initiative And Creativity |  |  |  |  |
| Problem Solving/Decision Making |  |  |  |  |
| Organizational Abilities |  |  |  |  |
| Planning Ability |  |  |  |  |
| Organizational Ability |  |  |  |  |
| Quantity Of Work |  |  |  |  |
| Quality Of Work |  |  |  |  |
| Conflict Resolution |  |  |  |  |
| Fiscal/Budgetary Skills |  |  |  |  |
| Communication Skills | | | | |
| Oral Expression |  |  |  |  |
| Written Expression |  |  |  |  |
| Sharing Information With Staff And /Or Department/Division In Supporting An Informed Workforce |  |  |  |  |
| Diversity/Civility/Workforce Development |  |  |  |  |
| Civility |  |  |  |  |
| Diversity  Hiring And Environment |  |  |  |  |
| Student Learning Outcomes |  |  |  |  |
| Student Learning Outcomes |  |  |  |  |
| Other (SLO) |  |  |  |  |
| Other |  |  |  |  |
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| CONTRACT RENEWAL NOTICE | YES |  | NO |  |

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| EMPLOYEE SIGNATURE/DATE |
| SUPERVISING ADMINISTRATOR SIGNATURE/DATE |
| VICE PRESIDENT/VICE CHANCELLOR SIGNATURE/DATE |
| PRESIDENT/CHANCELLOR SIGNATURE/DATE |