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**Florida International University College of Medicine**

**Leadership Evaluation**

*Self-Assessment*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reporting Department Dean/Head/Chair/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For each of the areas of responsibility indicated below, as well as for overall performance, indicate your assessment of the quality of your own performance over the course of the recently completed academic year. The performance ratings include performance quality that has been: (N/A) not applicable, (0) generally ineffective, (1) generally effective, (2) often better than effective, (3) exceptional. Please use the back of the form for explanatory comments, especially when assigning ratings of (0) or (3). Under each dimension, give consideration to the performance statements listed.

***General Administrative & Leadership Skills*** Rating\_\_\_\_\_\_\_\_\_

* I delegate responsibility and authority appropriately; I accept responsibility for actions taken.
* I involve department in decision-making and keep relevant parties informed about all essential matters.
* I deal expeditiously and effectively with conflicts; I listen to, and follow through on, suggestions and/or concerns.
* I produce requested work by the stated deadline and ensure that information is accurate and thorough.
* I exercise sound judgment in travel schedule and professional commitments to ensure leadership role is not compromised.
* I preside over regular meetings with departmental faculty.
* I ensure administrative activities comply with excellent business practices in keeping with stated policies and procedures.
* I organize and lead periodic program reviews.
* I ensure that the department’s physical working environment is well maintained and functional.
* I supervise and coordinate development efforts (e.g., student recruitment, public relations and alumni contacts).

***Professional & Staff Development & Management***Rating\_\_\_\_\_\_\_\_\_

* I anticipate human resource needs and direct high quality faculty searches in a timely, cost-effective manner.
* I formally orient, mentor and support faculty in career development and promotion.
* I administer a faculty assessment program that links merit pay to performance for full-time faculty.
* I meet annually with faculty on professional growth; I ensure all personnel are adequately trained.
* I conduct annual performance appraisals of direct reports; I ensure faculty & staff are evaluated annually in writing.

***Financial Management***Rating\_\_\_\_\_\_\_\_\_

**Florida International University Herbert Wertheim College of Medicine**

* I communicate budget to faculty; I actively involve department in planning budget and capital equipment investment.
* This past fiscal year, the budget of department came in favorable to budget.
* For this fiscal year to date, the budget of department is favorable to budget.
* I am involved in and attend to budget-related administrative detail and financial reporting.

***Academic Leadership***Rating\_\_\_\_\_\_\_\_\_

**Educational Administration**

* I interact effectively with Dean’s Office and faculty in successful implementation of the Strategic Plan for Teaching.
* I assure department maintains quality, currency and accreditation of educational programs.
* I lead department in undertaking curriculum initiatives.
* I assure oversight and accessibility of academic leadership to graduate and medical students and fellows.
* I encourage and provide leadership to all aspects of department’s educational activities.
* I oversee/manage the administration of academic course planning/scheduling equitably and collaboratively with faculty.
* I model, foster and participate in quality departmental teaching practices.
* I encourage faculty to contribute to continuing medical education programs.

**Sponsored Research and Grantmanship (if applicable)** Rating\_\_\_\_\_\_\_\_\_

* I encourage and foster clinical and laboratory research and innovation.
* The number of research proposals/awards in department has increased during the past year.
* I support faculty dedication to research through equitable allocation of space and resources.
* I promote interdisciplinary approaches to research in support of the Research Strategic Plan.
* I maintain a record of continuing scholarship (e.g., publish articles, papers, chapters; serve as principal investigator).
* I understand and advance research compliance issues and ensure effective laboratory training.
* I foster integration of basic science and clinical research efforts.

***Citizenship***Rating\_\_\_\_\_\_\_\_\_

* I give highest priority, in both words and actions, to system-wide success over department success.
* I interact with others in a professional, courteous manner. I am trustworthy and my actions emulate my language.
* I serve as an effective and inspirational ambassador of department in the eyes of faculty and staff.
* I actively participate in the governance/committees of School, University and local, regional and national organizations.
* I make important contributions in the operation and improvement of department, School, Clinic and Hospitals.

**Overall Performance** Rating\_\_\_\_\_\_\_\_\_

**Recommended performance improvement in the following area(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_