



# Cavalla International University

## ANNUAL PERFORMANCE PLAN

**INSTRUCTIONS:** The Department Chair/Dean's must review and have the faculty to sign their performance plan expectations.

**FRAMEWORK FOR EVALUATION:** To enhance the strength of the University and to further the objective of maintaining vitality in teaching, research, and service throughout an academic career, the members of the faculty accept and welcome increasing responsibility for the success of the University through a variety of activities, such as:

- Developing and participating in university-wide peer evaluation to improve classroom teaching.
- Mentoring early career faculty and fostering the professional success of others.
- Developing and maintaining key contacts in industry and government.
- Seeking professional recognition and awards for deserving colleagues.
- Fostering meaningful interaction with students outside of class.
- Serving in a governance capacity in support of departmental or university goals.

**Performance Categories: Faculty will be rated on the following categories and performances.**

<b>Interpersonal Skills</b>	<ul style="list-style-type: none"><li>✦ Effective communication in the classroom. Interactions with students, faculty, staff, and the administration.</li><li>✦ Provide constructive feedback, and provide suggestions to students to support students learning outcomes, etc.</li><li>✦ Strong interpersonal skills.</li><li>✦ Proficiency with online communication and record-keeping.</li><li>✦ Ability to take and deliver constructive criticism.</li><li>✦ Demonstrate integrity and positive interpersonal and communication skills.</li></ul>
<b>Curriculum and Instructions</b>	<ul style="list-style-type: none"><li>✦ Presents content without distorting or suppressing subject matter or using the students for personal advantage.</li><li>✦ Curriculum: Integrate learning theories and models into curriculum design. Update curriculum appropriately in curriculum design repository system and the college learning management system according to the college schedule and guidelines.</li><li>✦ Delivery: Facilitate learning, utilizing a variety of delivery modes and learning theories. Encourage engagement of students while maintaining a safe, inclusive, and functioning environment.</li><li>✦ Assessment: Evaluate student learning based on course competencies and program outcomes, employing formative and summative assessments. Provide constructive and timely feedback Retain records through the college information system according to program requirements.</li></ul>

<b>Student Engagement</b>	<ul style="list-style-type: none"> <li>✦ Ability to create an engaging learning environment that respects a wide variety of viewpoints.</li> <li>✦ Effective time management skills.</li> <li>✦ Ability to work independently without ongoing direct supervision.</li> <li>✦ Sensitivity to the needs and concerns of diverse student populations, socio-economic, cultural and ethnic backgrounds, and students with disabilities.</li> <li>✦ Create effective relationships with students to promote learning.</li> </ul>
<b>Participation</b>	<ul style="list-style-type: none"> <li>✦ Participates in training and graduation.</li> <li>✦ Participates in students learning outcomes and engagement.</li> <li>✦ Participating in academic term registrations.</li> <li>✦ Participates in workshops, seminars, trainings, and conferences.</li> <li>✦ Participate in program recruitment and retention activities.</li> <li>✦ Participate in in-service training and staff meetings.</li> </ul>
<b>Achieving Results</b>	<ul style="list-style-type: none"> <li>✦ Accepts responsibilities and participates in the promotion and support of university programs and functions.</li> <li>✦ Exerts effort to raise standards of the profession and contributes to the support, planning and programs of the university.</li> <li>✦ Promotes educational programs to the public, encourages students and marketing strategies of the university, etc.</li> <li>✦ Participate in subject or program leadership teams and college-wide committees.</li> <li>✦ Create an inclusive, effective learning environment that addresses barriers and provides reasonable accommodations.</li> </ul>
<b>Job Knowledge</b>	<ul style="list-style-type: none"> <li>✦ Demonstrated commitment to contributing to a diverse, equitable, and inclusive environment.</li> <li>✦ Experience in health policy and/or management in diverse settings including health care systems, provider organizations, consulting firms, not-for-profit organizations, government, or universities.</li> <li>✦ Experience teaching students with varying levels of academic preparation and experience. (i.e., potentially undergraduate through doctoral).</li> <li>✦ Demonstrated interest in the use of teaching methods that emphasize and encourage active student engagement and interaction.</li> <li>✦ Experience defining and evaluating competency achievement.</li> <li>✦ Comfort with technology that can be applied to teaching and learning enhancements.</li> <li>✦ Experience overseeing projects, including practicums and capstone projects, in diverse settings.</li> <li>✦ Experience and interest in advising and mentoring.</li> <li>✦ Ability to meet deadlines.</li> <li>✦ Create a positive work environment for students.</li> </ul>

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Employee Name, Position

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Date

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Dean Name, Position

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Date