

| Occupational Safety and Health (Critical element) | OB | S | ME | NI | UN | NA |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Supports OS&H Program | <input type="radio"/> |
| Maintains safe working environment and support | <input type="radio"/> |
| Summary of Occupational Safety and Health | | | | | | |
| | <input type="checkbox"/> |

SECTION II. Remarks:

This space should not be left blank. Remarks should be as specific as possible, and should be used to provide a summary of the supervisor's judgment about the extent and quality of an individual's performance for each critical element. The Summary comments should address cooperation with colleagues and support of the USNA mission. The remarks also must be used to explain any behavior ranked as Needs Improvement or Unsatisfactory.

1. Job Knowledge / Competence.

2. Leadership.

3. Curriculum, Pedagogy, and Assessment.

4. Planning and Budgeting.

5. Communication.

6. Decision Making and Governance.

7. Adaptability and Initiative.

8. Faculty and Staff Supervision.

9. Faculty Roles.

10. Equal Employment Opportunity.

11. Internal Controls.

12. Occupational Safety and Health.

13. Summary.

| Summary | Satisfactory | Unsatisfactory |
|------------------------|--------------------------|--------------------------|
| Overall Summary Rating | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|------------------------------|----------|------|------------|------|
| Critical Elements Reviewed | EMPLOYEE | DATE | SUPERVISOR | DATE |
| Annual Performance Appraisal | EMPLOYEE | DATE | SUPERVISOR | DATE |
| | REVIEWER | DATE | | |

Form Information:

The purpose of this evaluation is to assess the effectiveness of the Department Chair in performing job responsibilities and to enhance the ability of the Department Chair to advance the mission of the United States Naval Academy. This evaluation instrument is intended to generate discussion constituting both a formative and summative assessment of important performance objectives. Specific guidance regarding the performance expectations listed in this evaluation form is published annually in ACDEANNOTE 12451 (Faculty Performance Expectations: Practical Guidance) and ACDEANNOTE 12452 (Annual Performance Review Expectations).

The following scale will be used to evaluate the degree to which the Department Chair meets each of the evaluation criteria. The “remarks” section should be used to provide a summary of the supervisor’s judgment about the extent and quality of an individual’s performance for each critical element, and also must be used to explain any behavior ranked as Needs Improvement or Unsatisfactory.

OB = One of the Best (Level 5) - Performance objectives have been exceeded in all areas. A rating in this category implies that the person’s performance during the rated period is of special note (For example, recognized for a Yard wide award, or for an outstanding/uncommon achievement(s) in teaching scholarship and/or service within or outside of USNA).

S = Strong (Level 4) - Performance objectives have been met and demonstrated with a very high level of skill and ability. A rating in this category implies that the person performed significantly above the norm. (For example, one’s teaching or service is demonstrably superior or beyond expectations, or one’s scholarly contributions or accomplishments are greater than average).

ME = Met Expectations (Level 3) - Performance objectives have been met satisfactorily and demonstrated with the expected level of skill and ability. A rating in this category implies that the person satisfied performance expectations by doing very good to excellent work.

NI = Needs Improvement (Level 2) - Performance objectives have been partially met, or marginally met relative to the expected level of skill and ability. A rating in this category implies that the faculty member should be attentive to opportunities for improvement in order for the performance to become fully satisfactory.

UN = Unsatisfactory (Level 1) - Performance objectives have not been met and/or performance indicates a deficit in skill and ability. A rating in this category leads to the development of a performance improvement plan, requiring human resource actions.

NA = Not Applicable - Area of evaluation does not apply to the position, or was not observed during the rating period.