



Introductory Performance Expectations - Faculty

Faculty Name:

Hire Date:

Faculty Title:

Department
Chair Name:

Assigned Review Period: 30 days 60 days 90 days Other:
(Choose one)

Core Job Duties	
PART Ia. - Identify Core Duties & Specific Assignments	PART IIa. - Review Performance
1.	Exceeds Requirements Meets Requirements Does Not Meet Requirements
Assignments: Complete Faculty Growth Rubric	Comments:
2.	Exceeds Requirements Meets Requirements Does Not Meet Requirements
Assignments: Review the following student catalog sections and provide feedback.	Comments:
3.	Exceeds Requirements Meets Requirements Does Not Meet Requirements
Assignments:	Comments:
4.	Exceeds Requirements Meets Requirements Does Not Meet Requirements
Assignments:	Comments:

5.	Exceeds Requirements Does Not Meet Requirements	Meets Requirements
Assignments:	Comments:	

Organizational Responsibilities

PART Ib. - Discuss Organizational Responsibilities	PART IIb. - Review Performance	
1. Leadership & Initiative	Exceeds Requirements Does Not Meet Requirements	Meets Requirements
Acts in a self-directed manner; takes action before being directed by others or forced by events. Seizes opportunities and is proactive in avoiding potential problems. Learns from own mistakes; adapts to changing conditions; takes on challenging or difficult assignments. Inspires excellence and commitment in others. Uses effective interpersonal styles to build trust and accomplish results.	Comments:	
2. Professionalism	Exceeds Requirements Does Not Meet Requirements	Meets Requirements
Maintains the necessary level of competency to perform all job duties. Demonstrates a high level of emotional intelligence and maturity; maintains a positive attitude and demeanor; communicates effectively; demonstrates ability to make good decisions.	Comments:	
3. Teamwork & Collegiality	Exceeds Requirements Does Not Meet Requirements	Meets Requirements
Demonstrates ability to work harmoniously with others to get a job done. Actively seeks to understand and include a wide spectrum of perspective and thought. Builds strong working relationships. Attitude promotes positive work environment; respects others; resolves issues and conflicts. Communicates effectively with team members and provides constructive suggestions to improve team performance.	Comments:	
4. Productivity & Time Management	Exceeds Requirements Does Not Meet Requirements	Meets Requirements
Determines resources and actions required to accomplish objectives. Sets priorities and manages time effectively. Identifies potential problems/opportunities and works with supervisor to plan contingent actions, as appropriate.	Comments:	
5. Attendance & Reliability	Exceeds Requirements Does Not Meet Requirements	Meets Requirements
Adheres to University policies and procedures regarding attendance, and can be relied upon to arrive on time and work productively throughout the scheduled shift. Makes themselves available to others through a consistent and transparent schedule of availability. Keeps unplanned absences and tardiness to a minimum, and follows University procedures for requesting and reporting time away from work.	Comments:	

6. CHSU Values	Exceeds Requirements Meets Requirements Does Not Meet Requirements
Integrity Excellence Collaboration Diversity Innovation Stewardship Growth	Comments:

Acknowledgments (Completion of Parts 1a and 1b)

Faculty Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

PLEASE SCAN A COPY OF THIS FORM, UPON COMPLETION OF PARTS 1a AND 1b, TO THE OFFICE OF HUMAN RESOURCES: HR@CHSU.ORG

Goals		
PART III - Set First Year Goals		
Goal	Expected Result(s)	Target Date

Assigned Training

PART IV - Assign Trainings

Course Name	Expected Result(s)	Target Date
Preventing Discrimination & Harassment (WeComply Webinar)	Educate employees on types of discrimination and harassment in the workplace and their responsibilities for prohibiting and reporting such behaviors	Within 2 weeks of start date
FERPA (WeComply Webinar)	Educate employees on FERPA requirements in order to protect student information	Within 2 weeks of start date
Active Shooter Preparedness (WeComply Webinar)	Prepare employees for the possibility of an active shooter/threat on campus	Within 2 weeks of start date
HIPAA Privacy & Security (WeComply Webinar)	Educate employees on HIPAA requirements in order to protect patient information	Within 2 weeks of start date
Information Security & Cyber Risk Awareness (WeComply Webinar)	Provide employees guidance on how they can protect themselves and CHSU from information security breaches and recognize warning signs of cybercrime.	Within 2 weeks of start date

Department Chair Recommendation

Continue to Annual Performance Review Additional Review Scheduled: _____
Assign Performance Improvement Plan (PIP)

Faculty Member Comments

Acknowledgments (Entire Form Completed)

Faculty Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

PLEASE TURN IN THE COMPLETED ORIGINAL TO THE OFFICE OF HUMAN RESOURCES