



**Evaluation Checklist** to guide assessment: application materials, vision presentation, interview, departmental feedback, reference checks. Looking for evidence of affinity, approach and/or experience demonstrating the following criteria.

Criterion	Notes
<b>Strategic planning / Vision</b> <ul style="list-style-type: none"> <li>◦ Position the department to contribute to UofA and FoMD strategic plans</li> <li>◦ Foster strategic vision and direction for Department</li> <li>◦ Build the image and reputation of the Department with the Faculty, University, provincially, nationally and internationally</li> <li>◦ Promote strong partnerships</li> </ul>	
<b>Leadership</b> <ul style="list-style-type: none"> <li>◦ Develop supportive environments / teams</li> <li>◦ Develop and support new ventures</li> <li>◦ Foster mentorship &amp; career development (faculty, trainees)</li> <li>◦ Advocate for faculty, staff, trainees</li> <li>◦ Aptitude for or demonstration of leadership – local, national, international</li> </ul>	
<b>Management</b> <ul style="list-style-type: none"> <li>◦ Manage budget &amp; steward funds</li> <li>◦ Create and follow departmental processes and structures to ensure smooth operation</li> <li>◦ Manage operational resources (find, develop, acquire and fairly distribute) including space, infrastructure and resources required for teaching</li> <li>◦ Understand &amp; manage legislative responsibilities</li> <li>◦ Understand &amp; manage University policy</li> <li>◦ Engage in effective philanthropy</li> </ul>	
<b>Collaboration</b> <ul style="list-style-type: none"> <li>◦ Represent the Department to the Dean and Central Administration</li> <li>◦ Support the Faculty and University (e.g. through participation on committees)</li> <li>◦ Effectively collaborate with internal and external partners</li> <li>◦ Support interdisciplinary teams</li> </ul>	
<b>Human Resources</b> <ul style="list-style-type: none"> <li>◦ Promote faculty development</li> <li>◦ Ensure early career staff members are mentored/coached</li> <li>◦ Ensure timely performance appraisals</li> <li>◦ Evaluate performance, provide feedback and guide improvement</li> <li>◦ Represent faculty through the FEC process (e.g. tenure, promotion and incrementation)</li> <li>◦ Develop individuals to serve in future academic leadership roles</li> <li>◦ Recruit new staff to support the department vision</li> </ul>	



<p><b>EDI/Working Environment</b></p> <ul style="list-style-type: none"><li>◦ Understanding of EDI and experience with EDI activities</li><li>◦ Promote positive, supportive and collaborative environment</li><li>◦ Foster culture of equity, respect and collaboration</li><li>◦ Recognize and acknowledged contributions of all</li><li>◦ Emulate values of respect, integrity, inclusiveness</li><li>◦ Aware of truth and reconciliation and ways to support departmental Indigenous initiatives</li></ul>	
<p><b>Strong &amp; well-developed communication</b></p> <ul style="list-style-type: none"><li>◦ Active listening to diverse points of view</li><li>◦ Model and promote clear effective communication</li><li>◦ Aware of different types of communication styles/ approaches</li><li>◦ Openness to differences</li><li>◦ Flexible in approaches</li><li>◦ Able to manage conflict</li></ul>	