



Evaluation Checklist to guide assessment: Vision statement presentation, interview, self assessment, reviewer report, departmental feedback.

Criterion	Notes
Strategic planning / Vision <ul style="list-style-type: none">◦ Positioned the department to contribute to UofA's and FoMD's academic plan◦ Created/contributed to a vision and goals/strategic direction for Department◦ Built the image and reputation of the Department with the Faculty, University, provincially, nationally and internationally◦ Promoted strong partnerships to benefit the Department, Faculty and the University.	
Leadership <ul style="list-style-type: none">◦ Developed supportive environments / teams◦ Ability to develop and support new ventures◦ Ability to foster mentorship & career development (faculty, trainees)◦ Ability to advocate for faculty, staff, trainees◦ Aptitude for or demonstration of leadership◦ Evidence of national / international leadership	
Management <ul style="list-style-type: none">◦ Managed the budget, stewardship of operating and trust funds◦ Created and followed departmental processes and structures to ensure smooth operation◦ Managed operational resources (find, develop, acquire and fairly distribute) including space, infrastructure and resources required for teaching◦ Ensured resources for teaching◦ Understands the legislative responsibilities (e.g. FOIPP, safety, harassment, accommodation) and responds accordingly.◦ Understands the policy requirements of the University as written in University Policy and Agreements.◦ Experience with advancement	
Collaboration <ul style="list-style-type: none">◦ Modeled and fostered good communication◦ Represented the Department to the Dean and Central Administration.◦ Worked to support the Faculty and the University (e.g. through participation on committees).◦ Sought out opportunities for collaboration with internal and external stakeholders.◦ Supported interdisciplinary teams	



Human Resources <ul style="list-style-type: none">◦ Promoted faculty development.◦ Ensured junior staff members are mentored/ coached.◦ Ensured timely performance appraisals for all departmental staff (Support, APO, FSO and Faculty)◦ Provided feedback and suggestions for improvement.◦ Recognized both superior performance and consistent contribution.◦ Represented the faculty through the FEC process (i.e. tenure, promotion and incrementation).◦ Identifies and develops individuals with potential to serve in future academic leadership roles.◦ Recruited new staff to support the department vision	
Working Environment <ul style="list-style-type: none">◦ Demonstrates an understanding of EDI, has participated in EDI activities, and can articulate an impact◦ Promoted a positive, supportive climate with good morale, cooperation and collegiality.◦ Encouraged a culture of equity, respect and collaboration◦ Recognized and acknowledged the contributions of all◦ Emulates values of respect, integrity, inclusiveness◦ Awareness truth and reconciliation and ways to support departmental indigenous initiatives	
Strong & well-developed communication <ul style="list-style-type: none">◦ Active listening to diverse points of view◦ Communicates clearly◦ Awareness of different types of communication styles/ approaches◦ Shows openness to differences◦ Demonstrates ability to be flexible in approaches◦ Conflict management	