**ADMINISTRATIVE / ATHLETICS / RESEARCH FACULTY**

**PERFORMANCE PLAN SUMMARY**

**2019-20 + DI&A**

***\*\*The Diversity, Inclusion & Access (DI&A) portion of this form was added in 2018 and was piloted in select groups across campus\*\****

*The addition of DI&A in performance planning & assessments is optional. However, if you decide to include DI&A, please consider including DI&A for all employees in your unit.*

*Contact Dr. Amy Landis (amylandis@mines.edu) or Veronica Graves (vgraves@mines.edu) for more information.*

**Enter appropriate information in the shaded fields. Use “Tab” key to move between fields.**

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| --- | --- | --- | --- |
| **Employee:** |       | **Job Title:** |       |
| **Supervisor:** |       | **Dept.:** |       |
| **Reviewer:** | **Choose One** | **Review Date:** |       |

**PERFORMANCE OBJECTIVES (Primary responsibilities and related performance should be SUMMARIZED.)**

***In Assessment: briefly describe how the employee achieves one of the four ratings: unsatisfactory, needs improvement, meets expectations, exceeds expectations, exceptional performer***

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| **1. Objective:**     **Assessment:**       |
| **2. Objective:**      **Assessment:**       |
| **3. Objective:**      **Assessment:**       |
| **4. Objective:**      **Assessment:**       |

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| **Leadership:**      **Assessment:**       |
| **Management - Administration:**      **Assessment:**       |
| **Communications - Interpersonal Relations (Department staff, Teams, Campus Constituencies, Externals):**      **Assessment:**       |
| **Diversity, Inclusion & Access\* (activities that impact Mines employees, students, campus constituents):**      **Assessment:**       |

\* **individual performance objectives should be identified that align with the University and Division/Department’s DI&A goals. (visit www.mines.edu/diversity for examples and ideas of activities)**

*Diversity, Inclusion & Access: Actively engages in fostering a community of inclusive dialogue and action around human individual, group, and social differences. Demonstrated through appreciation and empowerment of voices/ideas different from their own. Promotes and sustains a sense of belonging, increased awareness, and a welcoming and supportive environment for all.*

**Additional Notes:**

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**Professional Development Plan:**

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Both the supervisor and the employee must sign the evaluation form in the space provided below after the completion of the performance evaluation meeting.  **The signature of the employee signifies that the meeting was held.**

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**Supervisor Signature date Employee Signature date**