FBSU Committee Effectiveness Evaluation Template

# Committee Information

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Committee Name:** | |  | | | Type: | ☐ Standing | ☐ Ad Hoc |
| **College:** | |  | | | Department: |  | |
| **Academic Year:** | |  | | | | | |
| **Committee Chair:** | |  | | | | | |
| **Members:** | | | | | | | |
| 1) |  | | 2) |  | | | |
| 3) |  | | 4) |  | | | |
| 5) |  | | 6) |  | | | |
| 7) |  | | 8) |  | | | |

# Committee Performance Rubric

Please rate each dimension according to the rubric below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dimension** | **Score (1-4)** | | | | **Comments / Justification** |
| **4** | **3** | **2** | **1** |
| 1. Achievement of Objectives |  |  |  |  |  |
| 2. Timeliness and Productivity |  |  |  |  |  |
| 3. Member Participation |  |  |  |  |  |
| 4. Documentation and Reporting |  |  |  |  |  |
| 5. Innovation and Initiative |  |  |  |  |  |

Total Score: \_\_\_\_\_\_\_ / 20

**Overall Rating:**

Exemplary (18–20)  
 Proficient (14–17)  
 Developing (10–13)  
 Unsatisfactory (<10)

# Supporting Documentation Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Submitted** | | **Comments** |
| Committee Annual Action Plan | Yes | No |  |
| Midyear Progress Report | Yes | No |  |
| Final Action Plan Report | Yes | No |  |
| Meeting Minutes and Reports | Yes | No |  |

# Evaluation Summary

|  |
| --- |
| **Strengths Identified:** |
|  |
| **Areas for Improvement:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Alignment with Institutional Priorities:** | Strong | Moderate | Weak |

|  |
| --- |
| **Training or Support Needs:** |
|  |

# Feedback and Follow-up

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Plan Required ?** | | Yes | No |
| **If Yes, Describe Required Actions:** | | | |
| **Action** | | **Responsible Party for Follow-Up** | **Timeline for Re-Evaluation** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
| 5) |  |  |  |

# Signatures:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Committee Chair |  |  |  |
| Department Chair |  |  |  |
| Dean (if applicable) |  |  |  |