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) |  |  |  |