

## **WESLEY FOUNDATION – DIRECTOR ANNUAL EVALUATION PLAN**

This evaluation plan is developmental in that it emphasizes documenting progress toward attaining goals. It is tied directly to the *Wesley Foundation Director's Job Description, and indirectly to the Virginia Annual Conference Board of Higher Education and Campus Ministry Handbook* in all of its elements and to the development of a portfolio that will serve as a basis for continuation and campus Ministry effectiveness.

This plan is not intended to be an exhaustive or exclusive program for portfolio development. It is a framework which may also include peer evaluations, student evaluations, and other types of data. The evaluation cycle is on a calendar year and will form the basis for the following annual reports:

- Report of Pastoral Consultation and Evaluation of Campus Minister's Work that is due to the Director of Ministries of Young People on June 10<sup>th</sup> of every year.
- The Local Board Personnel Committee Advisory Recommendation regarding the ministry leadership for our Campus Ministry that is sent to the District Superintendent on December 1<sup>st</sup> of every year.

**PART I – GOALS:** In coordination with the Board and Young Adult Council, the director will set annual goals (academic year) for the campus ministry that relate to the vision and mission. The goals should be set NLT 15 September, reviewed in January and evaluated NLT 15 April. While the overall responsibility for the goal achievement is the directors, the board and Young Adult Council are equal participants.

**PART II – JOB PERFORMANCE SPECIFICS:** This review relates directly to the director's job description. It is the responsibility of the Personnel Committee to complete the evaluation. The purpose is to identify strengths that can be emphasized and areas for improvement that can be developed to improve the overall effectiveness of the campus ministry and the campus minister. The review will be completed NLT 15 April. In preparing the report the personnel committee will solicit input from various constituency groups.

**PART III – PROFESSIONAL DEVELOPMENT PLAN:** The plan will be prepared by the Director. The first section of the plan will include the responsibilities from the job description that include development of his/her spiritual life, continuing education and participation in campus ministry related conferences and seminars. The second section of the plan will relate to Part II of the annual evaluation noting areas for improvement. These relate to skills, relationships, leadership and growth.

Since the plan is based on Part II of the evaluation it will reflect the completed academic year. This part will not be completed until the first cycle of Part I and Part II have been implemented.