

MFT Program Policy on Evaluation of Program Director and Clinic Director

MFT Program Policy on Evaluation of PD and CD

This policy is available to the public via the [Program Handbook and Policies](#) link on the [MFT website](#).

Process, Schedule, and Purpose of PD and CD Evaluation

Annually, per university policy, and in keeping with COAMFTE Standards, V-12 (KE V-C) the Program Director (PD) and the Clinical Director (CD) will complete and submit to the Department Head (DH) a *Faculty Annual Review* (PD) and Performance Evaluation (CD), which provides the DH information about each individual's previous academic year's activities. Along with the university Faculty Annual Evaluation (FAR), the DH will complete the "*Evaluation Concerning Program Director Qualifications to Meet MFT Program Mission, PGs, and SLOs*," a quantitative Likert scale assessment tool that allows the Department Head to rank the PD and CD's effectiveness in achieving the program's mission, goals, and outcomes.

Further, it is the policy of the MFT Program that the PD and CD will be evaluated by program faculty and staff. Every two years, program faculty and staff will complete the *DH Evaluation of PD* and *DH Evaluation of CD* forms. The purpose of these evaluations is to generate data that demonstrates whether the Program's PD and CD are providing the necessary effective leadership and clinical direction sufficient to the program's ability to achieve its mission, goals, and outcomes.

Procedure to Evaluate PD and CD

During the Spring semester of each year, the Clinic Director will disseminate paper copies of the current *Annual Evaluation of PD* and *Annual Evaluation of CD* to each faculty member with instructions to not identify themselves on the evaluation and to return it to a collection envelop. A faculty member, who shall not be either the PD or the CD, will then aggregate the PD and CD scores and construct a data display chart showing the overall annual scores for both the PD and the CD.

Publication of the PD and CD Evaluations

The score sheet showing the aggregated data from individual faculty and student evaluations will be placed in a 3-ring binder containing PD and CD evaluations from previous years. This binder will be made available to MFT students and faculty.

Meta-Evaluation of the PD and CD Evaluation and Evaluation Process

Every 4th year, the faculty—absent the Program Director and the Clinic Director—

will review this evaluation process and policy as well as the *Annual Evaluation of PD* and *Annual Evaluation of CD* forms for relevance, appropriateness, etc. of the evaluation questions.