

## MFT Program Policy on Evaluation of Program Director and Clinical Coordinator

### Policy Availability

This **Policy on Evaluation of Program Director and Clinical Coordinator** is available to the public via the [MFT Homepage](#) > [Accreditation](#) > [Policies and Handbook](#).

### Process, Schedule, and Purpose of PD and CC Evaluation

Each January, per university policy, and in keeping with COAMFTE Standards, V-12 (KE V-C) the Program Director (PD) will complete and submit to the Department Head (DH) an Annual Faculty Activity Report and Action Plan (AFARAP) and the Clinical Coordinator (CC) a *Performance Evaluation*, which provides the DH information about each individual's previous academic year's activities.

Further, it is the MFT Program policy that the PD and CC will be evaluated by program faculty and students. Every two years, during a Community Meeting, program faculty and students will complete the *Evaluation of PD* and *Evaluation of CC*. The purpose of these evaluations is to generate information about how the PD and CC might improve and to generate data that demonstrate whether the Program's PD and CC are providing the necessary, effective leadership and clinical oversight and direction sufficient to meet the program's mission, goals, and outcomes.

### Procedure to Evaluate PD and CC

Every 2<sup>nd</sup> year, during a Spring semester Community Meeting, the Clinical Coordinator will disseminate the evaluations to faculty and students with instructions on how to return the survey and not identify themselves on the evaluation. A Graduate Assistant or a faculty member, who shall not be either the PD or the CC, will then aggregate the PD and CC scores and construct a data display chart showing the aggregated overall annual scores for each of the PD and the CC.

### Publication of the PD and CC Evaluations

Aggregated results of these surveys will be disseminated to students via newsletter, email, or Community Meeting, and made available to MFT students and faculty.