

ANNUAL EVALUATION OF PROFESSIONAL STAFF

- INSTRUCTIONS: 1) Part A to be completed by the Professional Staff Member.
2) Part B to be completed by the professional employee's Immediate Supervisor and signed and dated by both the employee and the immediate supervisor.

PART A: To be completed by the Professional Employee prior to the preliminary meeting with the immediate supervisor.

1. NAME: _____

2. TITLE: _____

3. DEPARTMENT: _____

4. IMMEDIATE SUPERVISOR: _____

5. DATE OF THIS EVALUATION: _____

6. Attach a copy of your current performance program and provide a list of accomplishments and progress towards objectives and goals.

7. Since your last evaluation, give a) educational achievements (workshops, conferences, courses, honors, awards, etc.); b) service on college and university committees; c) professional organizations (memberships, presentations, offices held, etc.); d) research, publications, and other creative work.

PART B: Evaluation by the Professional Staff's Immediate Supervisor

- NOTE:
- 1) The evaluation must be completed in accordance with the employee's present performance program.
 - 2) A copy of the new performance program, signed by both the employee and the immediate supervisor, must be attached to this evaluation.
 - 3) A summary of the information given by the secondary sources (if used) must be given.
 - 4) The original written, dated and signed evaluation is to be forwarded for inclusion in the employee's personnel file, a copy of which shall be given to the employee.

1. FINAL EVALUATION-NARRATIVE SUMMARY:
[If additional space is required, please attach separate sheet(s).]

2. SUMMARY CHARACTERIZATION OF EMPLOYEE'S PERFORMANCE (check one):

Satisfactory

Unsatisfactory

Signature of Immediate Supervisor

Date

Signature of Employee Evaluated

Date

NOTE: Employee may attach a supplemental statement regarding the immediate supervisor's evaluation if desired.