

*Professional Staff Evaluation Form*

1. Evaluation for:  
 Annual Review  
 Promotion  
 Tenure  
 Promotion and Tenure
2. Covering the calendar year: \_\_\_\_\_

**PART A**

*(To Be Completed by Faculty Unit Member)*

**Background Information**

3. Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date: \_\_\_\_\_  
Academic rank: \_\_\_\_\_ and date granted: \_\_\_\_\_

Degrees in reverse chronological order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional academic or professional education:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Professional Experience

4. Expectations, consistent with institutional policies and subject to the concurrence of the dean and vice president, for faculty unit member performance with respect to teaching and academic advising, research, scholarship and creative activity, and service during the evaluation period as per comment of department head pursuant to Section 11.2(4).
5. Describe your major assigned responsibilities during the evaluation period.
6. Describe your major performance objectives during the current evaluation period.
7.
  - a. List your significant contributions to teaching or cooperative extension activities. (Appendix G of the BOR-COHE agreement contains a sample list.)
  - b. List your significant contributions to academic advisement.
8. List your significant contributions in research, scholarship or creative activity. (Appendix G of the BOR-COHE agreement contains a sample list.)
9.
  - a. List your significant contributions to the university. (Appendix G of the BOR-COHE agreement contains a sample list.)
  - b. List your significant contributions to your discipline or profession. (Appendix G of the BOR-COHE agreement contains a sample list.)
  - c. List your significant contributions to the community-at-large. (Appendix G of the BOR-COHE agreement contains a sample list.)
10. Proposed major performance objectives for the next evaluation period.



Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

12. I have received these comments and ratings from my immediate supervisor. I understand that I have the right to respond to these comments and ratings in writing or to call upon a peer group to review the evaluation, provided that notice of such intent is given to the department head within five (5) working days after receipt of this document.

Signature of Faculty Unit Member: \_\_\_\_\_

Date: \_\_\_\_\_

13. I should like to add:

Signature of Faculty Unit Member: \_\_\_\_\_

Date: \_\_\_\_\_

14. I have reviewed these comments and ratings. I should like to add:

Signature of Dean or Vice President for Academic Affairs \_\_\_\_\_

Date: \_\_\_\_\_