



Professional Employee's Evaluation Report

(for period _____)

Name: _____

SL: _____

Title: _____

College/Calendar Year: _____

Department/Division: _____

A. Elements of performance program and other assignments emphasized during the period under evaluation:

B. Narrative Evaluation

The objectives of the performance program are to be reviewed. Comments should include, but not be restricted to, the criteria (from the Policies of the Board of Trustees) listed below. Areas deserving special acknowledgement or in need of improvement should be noted.

1. Effectiveness in Performance – as demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.

2. Mastery of Specialization – as demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.

3. Professional Ability – as demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas; i.e., development or refinement of programs, methods, procedures, or apparatus.

C. Specific comments addressing these criteria:

1. Effectiveness in Performance:

2. Mastery of Specialization:

3. Effectiveness in University Service:

4. Professional Ability:

5. Continuing Growth:

In summary, the employee's performance was:

Satisfactory

Unsatisfactory

Administrative Supervisor: _____
Signature (digital or print) Print Name Date