

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:

В. 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.

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.
	I transit of the same

4.	Effectiveness in University Service – as demonstrated, for example, by such things as college and University public service, committee work, and involvement in college or University related student or community activities.
5.	Continuing Growth - as demonstrated, for example, by continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance and increased duties and responsibilities.

C.	Specific comments addressing these criteria:	
	1.	Effectiveness in Performance:
	2	
	2.	Mastery of Specialization:

4.	Professional Ability:		

Effectiveness in University Service:

In summary, the employee's performance was:		

Unsatisfactory

5. Continuing Growth:

Satisfactory

D.	I have reviewed my performance program a been advised of my performance and does	and this document with my supervisor. My signot imply that I agree or disagree with this ev	nature signifies that I have valuation.	
(Optional for Professional Staff) Please find below my comments:				
Profe	essional Staff: Signature (digital/print)	Print Name	Date	
	Signature (digital print)	Time ivaline	Date	
	Supervisor:			

Signature (digital or print)

Print Name

Date

