

APPENDIX B –DRAFT EVALUATIONS

CONFIDENTIAL DRAFT ANNUAL REVIEW – Teaching Assistant (TA)

Name:

Department:

Date:

PART A

Is the TA a full time graduate student in good academic standing enrolled for an entire academic year: Yes or No

PART B

To be completed by TA

I. Teaching activities:

List course(s) for which you provided teaching activities, and summarize your role and responsibilities

II. Optional – Additional teaching related or activities:

Please set forth any additional information, not included above, that you wish to be considered

III. Goals for Upcoming Year

PART C

To be completed by Supervisor:

SUMMARY OF PERFORMANCE

AREAS IN NEED OF IMPROVEMENT

GOALS FOR UPCOMING YEAR

Signature: _____
Employee

Date: _____

Signature: _____
Supervisor

Date: _____

Signature: _____
Department Chair

Date: _____

Note: After signatures, the signed evaluation should be forwarded to the Department of Human Resources

2/7/2011

**CONFIDENTIAL DRAFT
ANNUAL REVIEW – Research Assistant (RA)**

Name:

Department:

Date:

PART A

Is the RA a full time graduate student in good academic standing enrolled for an entire academic year: Yes or No

PART B

To be completed by RA:

Summarize your performance during the evaluation period. Include your accomplishment this past year and goals for the upcoming year in the areas of:

PART C

To be completed by Supervisor:

SUMMARY OF PERFORMANCE

AREAS IN NEED OF IMPROVEMENT

GOALS FOR UPCOMING YEAR

Signature: _____
Employee

Date: _____

Signature: _____
Supervisor

Date: _____

Signature: _____
Department Chair

Date: _____

Note: After signatures, the signed evaluation should be forwarded to the Department of Human Resources

CONFIDENTIAL DRAFT
ANNUAL REVIEW – Research Employee

Name:

Department:

Date:

PART A

To be completed by the Employees:

Summarize your performance during the evaluation period. Include your most significant accomplishments this past year and goals for the upcoming year in the areas of:

I. Scholarly Activities

Papers submitted

Meetings/Conference Papers submitted

Patents Submitted

Papers Accepted/Published

Meetings/Conference Papers

II. Proposals and Grants (PI: Principal Investigator, CP: Co-Principal, I: Investigator)

Finished Proposals

Ongoing Proposals

III. Other Activities

PART B

To be completed by Supervisor:

SUMMARY OF PERFORMANCE

OVERALL RATING:

ER MR FS

ER – Consistently *exceeds* established requirements and expectations. Employee performs at a level and with a performance character that *surpasses* that expected and charted for the job.

MR – Consistently demonstrates *mastery* of the position's established requirements and responsibilities as well as showing an inexhaustible learning curve and initiative within the position's parameters. *The excellent employee in all regards best defines this rating*

FS – Minimally meets most of the established requirements *or* falls short, on balance, of established requirements.

AREAS IN NEED OF IMPROVEMENT

GOALS FOR UPCOMING YEAR

Signature: _____
Employee

Date: _____

Signature: _____
Supervisor

Date: _____

Signature: _____
Department Chair

Date: _____

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2/7/2011