

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



TENURED ACADEMIC EMPLOYEE PERFORMANCE APPRAISAL SUMMARY

Employee's name _____ Department _____

Administrator's name _____

Date _____ Last appraisal date _____

Evaluation Materials Received

- | | |
|--|------------|
| a. Self-Evaluation | Date _____ |
| b. Professional Activities Report | Date _____ |
| c. Student Evaluations | Date _____ |
| d. Peer Evaluation | Date _____ |
| e. Administrative Evaluation | Date _____ |
| f. Tentative Professional development Plan | Date _____ |

I. Areas of Strength

II. Areas for Development

(over)

Tenured Academic Employee Performance Appraisal Summary (continued)

III. Professional Development Plan (This is to be formed through consensus using the tentative professional development plan. The administrator should also include any action to assist the employee where that is perceived desirable.)

IV. Immediate Administrator's Comments (optional)

Immediate administrator's signature _____ Date _____

V. Academic Employee's Comments (optional)

Academic employee's signature _____ Date _____