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**Performance Evaluation for Faculty**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Faculty Member’s Name |  | |  | CMU 700# |  |  |
| Academic Department |  | Faculty Rank/ Tenure Status | |  |  | |
| Evaluation Period |  | Year of Development Plan Cycle  (circle one): | | | 1 2 3 4 5 | |

Quantification Section: (For ease in performing computations, multiply the weight by the rating scale to determine the score for each factor. Total all scores to demine the overall score.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Factor** | **Weight in %**  **\*\*** | **Unsatisfactory**  **1** | **Below**  **Expectation**  **2** | **Successful**  **3** | **Above Expectation**  **4** | **Exceptional**  **5** | **Score**  **\*\*\*** |
|  |  |  |  |  |  |  |  |
| 1. **Teaching Effectiveness**   Evidence & Accomplishments:  Academic Dept Head Comments:  VPAA Review: |  |  |  |  |  |  |  |
| 1. **Scholarly Activity**   Evidence & Accomplishments:  Academic Dept Head Comments:  VPAA Review: |  |  |  |  |  |  |  |
| 1. **Service**   Evidence & Accomplishments:  Academic Dept Head Comments:  VPAA Review: |  |  |  |  |  |  |  |
| 1. **Advising**   Evidence & Accomplishments:  Academic Dept Head Comments:  VPAA Review: |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |

\*\*Weight must total 100.

\*\*\*Multiply the weight by the numeric equivalent of the rating.

**CONVERSION OF TOTAL NUMERIC SCORE TO DESCRIPTIVE RATING**

Unsatisfactory 100-150  
Below Expectation 151-250  
Successful 251-350

Above Expectation 351-450  
Exceptional 451-500

**Key to rating levels:**   
**Unsatisfactory:** The Faculty member’s performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.  
**Below Expectation:** The Faculty member’s performance is generally below the minimum requirements for the job.  
**Successful:** The Faculty member’s performance is consistent with what is expected and considered acceptable. Faculty member understands and demonstrates basic principles, techniques and procedures necessary for efficient job performance.  
**Above Expectation:** The Faculty member’s performance is consistently above normal expectations and standards.  
**Exceptional:** The Faculty member’s performance is superior, far above what is required. Faculty member consistently exceeds highest standards.

**FINAL OVERALL RATING:** (Check One)

Unsatisfactory󠅈 󠅈󠅈 Below Expectation 󠅈󠅈 Successful 󠅈󠅈 Above Expectation 󠅈󠅈 Exceptional 󠅈󠅈

Employee Comments:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Agree 󠅈󠅈 Disagree 󠅈󠅈 with my Performance Evaluation.  
 (Employee’s Signature)

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

Department Head’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Director of Human Resources

HR Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_