

Academic Staff Annual Evaluation Form Revision

UNIVERSITY OF WISCONSIN-MILWAUKEE

ACADEMIC STAFF ANNUAL EVALUATION

(Time period being reviewed)

To Be Completed By The Employee

Name _____ Title _____

Division/Department _____

This annual written performance evaluation is conducted according to the procedures specified in UWM Academic Staff Personnel Policies and Procedures, Chapter 105. Performance reviews are designed to assist in the professional development of the staff member, to encourage a high level of service to the University, and to give the staff member a clear understanding of her/his role in the unit in which employed.

- I. **Evaluate your performance of the regular duties as stated in your position description and any special objectives or goals which were established for the year at a previous evaluation.**
- II. **Describe special activities and projects which you completed and assess their contribution to the achievement of the objectives of your department.**
- III. **Indicate the nature of your professional development activities to enhance your job performance and professional skills. (Include courses, degrees, seminars, training, or participation in professional organizations.) Assess the impact on your professional development.**
- IV. **List activities that are beyond the scope of your departmental or Position Description related responsibilities. Appropriate examples include service on academic staff and/or faculty standing committees, academic staff governance and other campus-wide, college/school, department or unit activities or service projects.**
 - A. **University service**
 - B. **Community service that is university related**
 - C. **Professional service**

V. If you have a supervisory appointment assess your performance in hiring, coaching, performance review, and conflict resolution.

Employee's Signature

Date

UNIVERSITY OF WISCONSIN-MILWAUKEE
ACADEMIC STAFF ANNUAL EVALUATION

(Time period being reviewed)
To be completed by the Immediate supervisor

Name _____ Title _____

Division/Department _____

Conference Date _____

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- I. Review the position description (note modifications, if any) and briefly evaluate employee's performance of regular job duties and responsibilities as well as any special goals and objectives established for the year (Section I on employee's evaluation).
- II. Comment on the contribution of special activities and projects completed by the employee and assess their contribution of the achievement of the objectives of the department (Section II on Employee's Evaluation).
- III. Comment on professional development activities (Section III on employee's evaluation).
- IV. Comment on activities as described in Section IV of employee's evaluation. Include activities that are beyond the scope of his/her departmental responsibilities as noted on the position description. Appropriate examples include service on academic staff and/or faculty standing committees, academic staff governance and other campus-wide, college/school, department or unit activities or service projects.
- V. List any special goals and objectives for the next year.
- VI. If employee has a supervisory appointment, assess his or her performance in hiring, coaching, performance review and conflict resolution.
- VII. Summarize overall evaluation of performance (e.g., needs improvement, satisfactory, excellent, etc.)

Response, if any, of employee

Signatures verifying the performance evaluation has been completed and reviewed:

Employee Date

Supervisor Date

Dept. Head Date

Dean/Division Head Date

Tracked copy follows.

UNIVERSITY OF WISCONSIN-MILWAUKEE

ACADEMIC STAFF ANNUAL EVALUATION

(Time period being reviewed)

To Be Completed By the Employee

Name _____ Title _____

Division/Department _____

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- III. **Evaluate your performance of the regular duties as stated in your position description and any special objectives or goals which were established for the year at a previous evaluation.**
- IV. **Describe special activities and projects which you completed and assess their contribution to the achievement of the objectives of your department.**
- III. **Indicate the nature of your professional development activities to enhance your job performance and professional skills. (Include courses, degrees, seminars, training, or participation in professional organizations.) Assess the impact on your professional development.**
- IV. **List activities that are beyond the scope of your departmental or Position Description related responsibilities. Appropriate examples include service on academic staff and/or faculty standing committees, academic staff governance and other campus-wide, college/school, department or unit activities or service projects.**
 - A. **University service**
 - B. **Community service that is university related**
 - C. **Professional service**
- V. If you have a supervisory appointment assess your ~~commitment~~ performance ~~to affirmative action, competency~~ in hiring, ~~training~~ coaching, ~~personnel~~ performance review, and ~~grievance-solving~~ conflict resolution.

Employee's Signature

Date

(Time period being reviewed)
To Be Completed By the Immediate Supervisor

Name _____

Title _____

Division/Department _____

Conference Date _____

This annual written performance evaluation is conducted according to the procedures specified in UWM Academic Staff Personnel Policies and Procedures, Chapter 105. Performance reviews are designed to assist in the professional development of the staff member, to encourage a high level of service to the University, and to give the staff member a clear understanding of her/his role in the unit in which employed.

- I. Review the position description (note modifications, if any) and briefly evaluate employee's performance of regular job duties and responsibilities as well as any special goals and objectives established for the year (Section I on employee's evaluation).
- II. Comment on the contribution of special activities and projects completed by the employee and assess their contribution of the achievement of the objectives of the department (Sections II ~~and IV~~ on Employee's Evaluation).
- III. Comment on professional development activities (Section III on employee's evaluation).
- IV. Comment on activities as described in Section IV of employee's evaluation. Include activities that are beyond the scope of his/her departmental responsibilities as noted on the position description. Appropriate examples include service on academic staff and/or faculty standing committees, academic staff governance and other campus-wide, college/school, department or unit activities or service projects.
- V. List any special goals and objectives for the next year.
- VI. If employee has a supervisory appointment, assess his or her performance including ~~in affirmative action/equal employment opportunity actions~~, hiring, coaching, performance review and conflict resolution.
- VII. Summarize overall evaluation of performance (e.g., needs improvement, satisfactory, ~~very satisfactory~~, excellent, etc.)

Response, if any, of employee

Signatures verifying the performance evaluation has been completed and reviewed:

Employee Date

Supervisor Date

Dept. Head Date

Dean/Division Head Date