

**PORTLAND STATE UNIVERSITY
ANNUAL EVALUATION FOR ACADEMIC PROFESSIONALS**

Name:

Office/Program:

Name of Supervisor:

Date:

Introduction:

The three parts of this evaluation focus on the varying levels of professional performance:

- Section 1 evaluates performance specific to the Academic Professional's position;
- Section 2 evaluates general performance associated with the Academic Professional's particular office/program;
- Section 3 applies to all Academic Professionals within the division/college/school. This section concentrates on the understanding and implementation of the mission for the division/college/school.

Rating: Use the following ratings for evaluation of each statement:

- E Exceptional-Responsibilities of the position are exceeded in a sustained and outstanding manner.
- G Good-Responsibilities of the position are exceeded.
- S Satisfactory-Responsibilities of the position fulfilled.
- P Poor-Responsibilities of the position not fulfilled.
- O Other-This dimension needs further discussion between employee and supervisor.

How Criteria Are Developed:

As per the contract between Portland State University and the PSU Chapter of the American Association of University Professors:

“All academic professional faculty are to have annual performance reviews (evaluations). Each division, school, or college is required, with the participation of the appropriate academic professional employees, to establish specific written job relevant criteria supporting the achievement of program, division, school, or college, and university goals as well as professional growth of individuals. Such criteria should be clear and unambiguous, but also flexible, so that when an academic professional's assignment is in multiple areas such as teaching, research, administration, and service, the evaluation will address all appropriate areas.”

Please list criteria in order of importance and prioritize from most to least important. No specific number of criteria is required in each section.

Section 1: Job Specific (To be developed with the employee's participation, using job functions and duties):

Criteria:	Final Evaluation
1. _____ <i>as evidenced by</i>	_____
2. _____ <i>as evidenced by</i>	_____
3. _____ <i>as evidenced by</i>	_____
4. _____ <i>as evidenced by</i>	_____

Section 2: Departmental: (as relevant)

Criteria:	
1. _____ <i>as evidenced by</i>	_____
2. _____ <i>as evidenced by</i>	_____
3. _____ <i>as evidenced by</i>	_____
4. _____ <i>as evidenced by</i>	_____

Section 3: Division/school/or college:

Criteria:

1. _____
as evidenced by
2. _____
as evidenced by
3. _____
as evidenced by
4. _____
as evidenced by

Service (to the University, the community, the profession):

Professional Development Plan: (Please address below the types of contributions that will lead to greater professional growth, recognition, and rewards):

Overall Evaluation:

- Exceptional-Responsibilities of the position are exceeded in a sustained and outstanding manner.
- Good-Responsibilities of the position are exceeded.
- Satisfactory-Responsibilities of the position fulfilled.
- Poor-Responsibilities of the position not fulfilled.

Signatures:

I have read this evaluation and understand that this form will be placed in my employee personnel file.

Employee

Date

Supervisor

Date

Employee Comments: