# Evaluation and Signature Form for Faculty Administrators for Calendar Year 20\_\_

Name Rank Department

Type of Appointment Years in Current Status Months Hire Date

Dean/Provost and Associate Vice President: *Attach an evaluative statement with specific reference to performance and check appropriate spaces below.*

|  |  |  |
| --- | --- | --- |
|  | **Achievement of Goals** | **Overall** |
| **Meets expectations** |  |  |
| **Does not meet expectations** |  |  |
| **N/A** |  |  |

# Signature Form

Faculty Administrator: (Check items that apply below.)

 I have discussed goals for the coming year with the Dean, Provost and Associate Vice President, as attached to this evaluation.

 I have read this evaluation and had the chance to discuss it with the Dean, Provost and Associate Vice President.

 I have read this evaluation, had the opportunity to discuss it with the Dean, Provost and Associate Vice President and I have ATTACHED A WRITTEN RESPONSE.

Signed Faculty Administrator Date

Signed Dean Date

Signed Provost Date

Signed Associate Vice President Date

Please provide goals for the current year, progress and achievements towards these goals, and goals for the upcoming year. In addition, you may submit a FAR for additional accomplishments not reflected in your progress and achievements towards your goals.

Faculty Administrators are tenured faculty whose primary responsibility is administration within Academic Affairs. Faculty Administrators have titles such as Dean, Associate Vice President, and Associate Dean.