

*This form is for informational purposes only. All evaluations will be entered in eFaculty.*

**Annual Evaluations**

To be used as the secondary form by reviewers after a Periodic Evaluation - Annual Lecturers - Primary Form has been submitted at the department level.

Please provide your comments on the annual evaluation of the faculty member. Appropriate administrators must provide comments about full-time faculty in annual evaluations.

**Cumulative Evaluations**

*This is the only form used in cumulative evaluations.*

Ratings of "Satisfactory" or "Not Satisfactory" are required in all reviews. Formative comments are allowed for "Satisfactory" ratings. Explanation of the rating is **required** for "Not Satisfactory" ratings. The appropriate administrator's rating is final.

Name of Faculty Being Reviewed\*: \_\_\_\_\_

Review Type\*:

- Annual Evaluation
- Cumulative Evaluation

Reviewer Name (Committee Chairs: Add Committee Members' Names)\*:

Review Level\*:

- Department Committee
- Chair/Director
- Dean or Appropriate Administrator

For appropriate administrators only: Faculty response to department level evaluations was received and reviewed.

- Yes
- No
- N/A, Department Committee or Chair (Department Level)

Please rate the performance of this faculty member in assigned duties during the period of review.\*

- Satisfactory
- Unsatisfactory

Comments

*Comments are required if during cumulative evaluation, a faculty member's performance is rated "Not Satisfactory." Formative comments may be submitted for "Satisfactory" rating.*

**Required of appropriate administrators only: Date the PAF was Reviewed**

*The Personnel Action File (PAF) must be reviewed by the appropriate administrator prior to submitting the cumulative evaluation rating (and explanation of any rating of "Not Satisfactory").*