

University of Wisconsin-Stout
SUMMARY OF PERFORMANCE EVALUATION
Academic Staff/Limited/Probationary

Name _____ Title: _____

Unit _____ % Assigned to This Unit - Sem I _____

% Assigned to This Unit - Sem II _____

The following rating is given based on performance for the period _____ to _____.

_____ **Above** Performance is judged to be above that described in the range acceptable for this position.

_____ **Within** Performance is judged to be well within the range described as acceptable for this position.

_____ **Below** Performance is judged to be below that described in the range acceptable for this position.

Data was collected from the following sources and used in the composite evaluation.

_____ Student Evaluations
 _____ Peer Evaluations
 _____ Supervisory Ratings

_____ Affirmative Action
 (see attached evaluation)
 _____ Other

ACADEMIC STAFF: Per the guidelines, regardless of the rating assigned, please give a brief summary statement on the back of this sheet.

1. Rating assigned by: _____ (Signature of immediate supervisor) _____ (Date)

2. I have read the above statement: _____ (Signature of faculty/academic staff member) _____ (Date)

3. Rating reviewed and _____ approved _____ modified
 (Make modifications as additions to this copy; use back for explanation)
 _____ (Signature of next level supervisor) _____ (Date)

4. I have seen the modified rating: _____ (Signature of faculty/academic staff member) _____ (Date)

5. Reviewed by: _____ (Signature of Division Administrator) _____ (Date)

DEADLINE: Division Administrator approves and signs evaluation forms and forwards to Human Resources Office.

ACADEMIC STAFF ONLY:

Immediate supervisor's brief summary of performance, **regardless of rating.**

Next level supervisor's brief summary of basis for modification of rating, if a modification is made.

DISTRIBUTION:

- . After this evaluation has been reviewed by the Division Administrator, a copy will be returned to the individual only.
- . Chairpersons/supervisors, deans, and division administrators are advised to keep a copy before forwarding to the next level.
- . Human Resources will keep the original form on file in the individual's personnel file.
- . You may request a copy of the completed evaluation form at any time.