

**University of Wisconsin-Stout**  
**SUMMARY OF PERFORMANCE EVALUATION**  
**Faculty**

Name \_\_\_\_\_

Percent Assigned  
to this unit \_\_\_\_\_

Unit \_\_\_\_\_

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

**FACULTY:** If the rating assigned is either above or below the range described as acceptable, give a brief summary statement on the back of this sheet (support data retained by supervisor for five years).

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.**

**FACULTY ONLY:**

Immediate supervisor's brief summary of performance, if **above or below** the range.

**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.