

DOCUMENTATION OF EVALUATION – SUGGESTED FORMAT

Name: _____ Date: _____

Dept./Unit.: _____

(REMINDER -- The following documents should be reviewed as a basis for this evaluation: previous plans of work; previous achievement reports; previous evaluations; senior staff, student, administrator, and other relevant evaluations; and relevant memoranda.)

I. Comparison and rating of objectives from plan of work with accomplishments from achievement report

- A. Research
 - 1. Project activities
 - 2. Manuscripts
 - 3. Evidence of a well planned and documented program
 - 4. Etc.
- B. Teaching (if applicable)
- C. Other (if applicable)
- D. Professional and self-improvement activities

II. Summary narrative of rationale for overall rating

- A. Achievements / strengths
- B. Areas where improvement can/should be made
- C. Overall rating

III. Summary recommendations

- A. Should be retained as a staff member
- B. Should be considered for early promotion
- C. Other comments related to future employment in Texas AgriLife Research

Dept./Unit Head

Date

Acknowledged by _____

Comments by faculty: