

**ACADEMIC MANAGEMENT EVALUATION FORM**

- I. Please submit a commendation/recommendation which takes into consideration, but is not limited to the following:
  - 1. Accomplishments based on college goals and area of responsibility.
  - 2. Ability to perform the job duties outlined on the job description. (Meet or exceed expectation)
  - 3. Leadership competencies, accountability, development of others, integrity/ethics, flexibility/adaptability, action oriented, and communication skills.
  
- II. Goals for next performance period.
  
- III. Completion of Staff Evaluations.
  
- IV. Implementation/Administration of Department/Division Plan(s), if applicable
  
- V. Additional Comments

I have read this evaluation and discussed it with my supervisor

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

