

Dean's Office
Department

Architecture, Planning and Design
College

Policy Statement Concerning:

Personnel Review and Evaluation Standards/Procedures

- Performance Evaluation Criteria
- Annual Evaluation
- Reappointment Evaluation for:
 - Annual Reappointment Reviews
 - Mid-Tenure Review
- Tenure
- Promotion
- Professorial Performance Award
- Chronic Low Achievement
- Post-Tenure Review
- Non-Tenure Track Faculty Titles

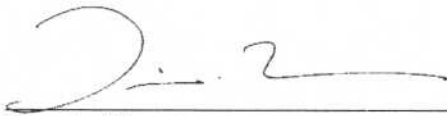
Approved by Faculty Vote on ()

NEXT REVIEW DATE: December 2022

N/A

Department Head's Signature

Date



12/22/2017

Dean's Signature

Date



25 Jan 18

Provost's Signature

Date

KANSAS STATE UNIVERSITY
COLLEGE OF ARCHITECTURE PLANNING & DESIGN
DEAN'S OFFICE
ANNUAL EVALUATION GUIDELINES
DECEMBER 22, 2017

CALENDAR OF EVENTS

UNCLASSIFIED ANNUAL EVALUATIONS

Refer to the University Handbook for specific policy-related dates which will be confirmed by the Office of the Dean on an annual basis.

January 31 – Unclassified employee submits self-report document of accomplishments to supervisor for the year being evaluated.

March 1 – Supervisor completes evaluation for unclassified employee and meets with employee to discuss and share rating.

March 9 – Supervisor forwards completed evaluation materials to Unit Head.

March 16 – Unit Head forwards materials to Dean

April 9 – Dean forwards summary of evaluation ratings to the Provost

April 30 – The Provost Office returns evaluations to the Dean.

April 30 – Evaluation ratings are finalized. A list of employee ratings and salary increases are submitted to the Provost Office according to university policy.

DOCUMENT GUIDELINES

- 1. Areas of responsibility and accomplishments.**
 - a. Provide a general statement of responsibilities along with a brief or bulleted list of work performance and accomplishments.

- 2. Service to the College/University.**
 - a. Provide information regarding your service over the past year to the college and university.

- 3. Continuing Education and Professional Development.**
 - a. List efforts regarding continuing education and professional development activities over the past year.

- 4. Goals and Objectives.**
 - a. List information on progress towards goals and list goals for upcoming year.

- 5. Concerns or suggestions**
 - a. Please list any concerns or suggestion you have for improving processes or the working environment.

**APDESIGN
EMPLOYEE ANNUAL REPORT**

Employee		Evaluation year	
Position		Supervisor	

Please provide bulleted lists or brief and concise information in all categories. Please provide a summary of your accomplishments and activities for the previous year. Please limit information to two pages and use 10-point font or greater. Thank you for your dedication to APDesign.

AREAS OF RESONSIBILITY AND ACCOMPLISHMENTS IN THOSE AREAS

SERVICE TO THE COLLEGE/UNIVERSITY

CONTINUING EDUCATION/PROFESSIONAL DEVELOPMENT

REFLECTION OF PAST GOALS/GOALS FOR UPCOMING YEAR(S)

CONCERNS OR SUGGESTIONS

SIGNATURE/DATE

Employee		Date	
-----------------	--	-------------	--

Faculty Administrators may attach appendix.

**APDESIGN
EMPLOYEE EVALUATION**

Employee		Evaluation year	
Position		Conference date	

RATING

___ **Exceptional** ___ **Exceeds Expectations** ___ **Meets Expectations** ___ **Needs Improvement** ___ **Unsatisfactory**

EVALUATION

AREAS FOR DEVELOPMENT

GOALS AND OBJECTIVES FOR NEXT EVALUATION PERIOD

SIGNATURES/DATE

Employee		Supervisor	
Dean		Associate Dean	

Employee has the opportunity to provide a written response regarding any unresolved issues to the supervisor and Dean within seven working days. Signature does not imply agreement with the content of the review. It only indicates the employee is aware of the information contained