

EMPLOYEE: _____

**DATE OF
ASSESSMENT:** _____

**DIVISION /
DEPARTMENT:** _____

**JOB
TITLE:** _____

Please provide examples of the progress you have made in the applicable categories during the referenced academic year.

I PROFESSIONAL DEVELOPMENT

(Examples might include: courses related to job responsibilities; seminars, workshops, and professional meetings; presentations at workshops; continuing education courses; professional memberships; officer in professional organizations; professional publications; development and teaching of continuing education course; individual research; and mentoring.)

II CAMPUS COMMITTEES / ACTIVITIES / GRANTS

(Examples might include: college committee or sub-committee membership; ad-hoc committee membership; college study or report; development of grant request; management of grant; office or institutional innovations; student activities; and support of college functions.)

III INSTITUTIONAL ADVANCEMENT / COMMUNITY SERVICE AND INVOLVEMENT

(Examples might include: participation in community organizations; community organization officer; volunteer in community service; speaking engagements; recruiting and marketing activities.)

IV. PERSONAL DEVELOPMENT

(Examples might include: wellness programs; career and life planning activities; personal development workshops; course work in a field unrelated to job responsibilities; and continuing education courses unrelated to your discipline.)

V. GOALS FOR THE NEXT ACADEMIC YEAR