

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 COURSE WORK / SEMINARS / WORK EXPERIENCE

(Examples might include: SACS requirements exceeded; course in field related to discipline; relevant work experience; specific seminars, workshops, and professional meetings; and continuing education courses.)

II CURRICULUM AND INSTRUCTIONAL IMPROVEMENT

(Examples might include: new program or major program revision, new course, new syllabus, or major course revision; departmental report or study; department library review; and advisement.)

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, student activities, community workshops and seminars, college committee or sub-committee officer, ad-hoc committee member, and college study or report.)

IV. PROFESSIONAL INVOLVEMENT

(Examples might include: professional memberships; officer in professional organizations; professional publications; and development and/or teaching of continuing education courses.)

V. RESEARCH AND INNOVATION

(Examples might include: development of grant request; management of grant; individual research; and instructional innovation.)

VI. 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