

UNIVERSITY OF MISSOURI-KANSAS CITY
College of Arts and Sciences

Evaluation process (for full-time Non-regular faculty)

The evaluation is intended to evaluate an employee's performance in several key areas. It is a communication vehicle to provide the employee and the supervisor/department chair an opportunity to discuss the employee's performance, strengths and any difficulties, as well as establish goals for further development and to improve overall effectiveness. It should be an accurate portrayal of the individual's performance.

The performance factors are to be rated as satisfactory or unsatisfactory:

Unsatisfactory: This individual's performance does not meet expectations and is not acceptable.

Satisfactory: This individual's performance generally fulfills expectations.

Evaluation process overview:

- ___ Gather supporting documents from faculty regarding employee's performance
- ___ Complete the Evaluation form
- ___ Meet with employee to communicate and review the evaluation
- ___ Obtain required signatures
- ___ Print and send to CAS HRF (umkccashrf@umkc.edu).

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Evaluation for Non-regular Faculty

Employee: _____ **Department:** _____

What duties has the employee been hired to perform?

Teach undergraduate students

Teach graduate students

Service responsibilities

Administrative responsibilities

Other

Describe any service or administrative responsibilities.

Please rate the employee's teaching performance.

Unsatisfactory

Satisfactory

What evidence supports your rating?

Please rate the employee's service performance.

Unsatisfactory

Satisfactory

What evidence supports your rating?

Please rate the employee's administrative performance.

Unsatisfactory

Satisfactory

What evidence supports your rating?

Please rate the employee's overall performance

Unsatisfactory

Satisfactory

Should we renew the employee's contract for next year?

Yes

No

Employee Post Review Comments:

(Optional: if employee wishes to do so, any comments concerning the review may be indicated in this section.)

Review and Approval Signatures

Employee (your signature does not necessarily signify agreement; simply that the appraisal has been discussed with you)

Date

Immediate Supervisor/Department Chair

Date

College of Arts and Science Dean

Date