

EVALUATION REPORT

This report is completed by the D.E.C. and includes both formative and summative evaluation. Upon completion of the report, a copy is submitted to the academic Vice President, and a copy is returned to the training specialist.

1. Has the evaluatee met all requirements of the evaluation process? If no, please explain.

2. Based on the information presented, provide a brief summary of the professional strengths and areas of growth for the evaluatee.

3. Does the evaluatee identify an appropriate Plan for Professional Growth in the Self-Evaluation?

4. If the answer to question 3 is no, does the D.E.C. recommend any changes to the Plan for Professional Growth? Please be specific, identifying also the resource needs to complete the Plan for Professional Growth.

Signature of D.E.C. Chairperson _____

Comments from evaluatee (optional):

Signature of evaluatee _____

Signature of Vice President / Designee _____

If the D.E.C. and the evaluatee cannot agree on a Plan for Professional Growth, the academic Vice President will make the final determination in consultation with the department chair (or D.E.C. chair if there is no department chair) and with assurance that activities or milestones included are achievable and able to be supported with available Professional Development and Conference Travel funds. In all circumstances the Plan for Professional Growth shall be advisory and not compulsory. Furthermore, at no point will the results of any part of the evaluation process be used for disciplinary action (oral and written warnings, suspension, or termination) against any training specialist.