

Department of Wood Science & Engineering Graduate Assistant Annual Evaluation**

Name:

Period of evaluation:

Evaluator:

Date of evaluation:

Duty	% of time	Level of performance		
		Meets expectations		Comments
		Yes	No	
Teaching				
Research				
planning				
conducting				
reporting				
Service				
Course work				
Progress toward degree				

Explain any inadequate performance and plan of action to correct:

Other evaluative information:

(Use additional pages and attach any supporting material. Letters or other documents may not be anonymous)

Signatures					
Supervisor	Date	Department Head	Date	Employee*	Date

*Indicates that employee has received a copy of this evaluation and read it. Any written rebuttal must be submitted within 30 days.

**See reverse side of form for additional details

Department of Wood Science & Engineering Graduate Assistant Annual Evaluation

As a practical matter, all Wood Science graduate students should be evaluated by their major professor, committee or work supervisor each year. For some, the evaluation is required by the Collective Bargaining agreement as described below. For others, an evaluation is a matter of good professional practice. If a student is supported by an hourly wage or with an assistantship, they should receive a written evaluation of their performance as part of the reappointment decision process. For unsupported students, the evaluation is a formal means to ensure that they are making satisfactory progress toward their degree.

It makes sense to have a common policy of annual written evaluations for all students in the Department of Wood Science & Engineering because of the variety of graduate appointments and positions we maintain. This evaluation must be completed and on file in the Department office at least 30 days prior to any planned reappointment or re-employment.

Article 15–EVALUATION (from July 2000 Collective Bargaining Agreement)

Section1: Each unit employing Graduate Assistants has the right to conduct periodic evaluations of the employee's job performance. The unit may establish job performance criteria and the frequency and format of evaluation appropriate for the employee's work assignment. Evaluations will be performed no less than once each academic year. Employees shall have access to all evaluative material unless otherwise restricted by this Article. Upon appointment, Graduate Assistants shall be notified in writing of the evaluation process and criteria.

Section2: This evaluation may include written input provided by students, clients or others who have direct knowledge of the employee's performance. If the written input includes a numerical rating, then a summary of the average rating scores may become a part of the Graduate Assistant's personnel file. Anonymous evaluative material may not be kept in a Graduate Assistant's personnel file.

Section3: The supervisor or another faculty member designated by the employing unit may also conduct one or more site visits to the employee's classroom or work place for the purpose of evaluation. Upon request by the Graduate Assistant, the supervisor or a designated faculty member will conduct a site visit to an employee's classroom or workplace. A Graduate Assistant may request additional evaluations on particular performance issues at any time.

Section 4: The employee shall be provided with a timely copy of the written evaluation by the supervisor. The employee shall sign the copy to be placed in the personnel file as an acknowledgment that the employee has received and read the evaluation. Within thirty (30) days of receiving the evaluation, the employee has the right to submit a written rebuttal for inclusion in the personnel file.

Section 5: As a result of the evaluation process, the academic unit may require that specific deficiencies in the work performance be remedied. If the deficiencies are not remedied within a reasonable period of time, the employing unit may initiate disciplinary procedures as specified in Article 17 of the collective bargaining agreement.