

Please save this document on your machine
Before editing it in Adobe Acrobat Pro

Performance Evaluation – Academic Advisor

Employee Name:

Position Title:

Supervisor Name:

Division:

Type of Review: Annual Partial Year

Department:

Date:

Consistently Exceeds Expectations	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Assigned Professional Responsibilities <ol style="list-style-type: none">1. Maintains individual student records as appropriate, updating and evaluating as new information is received.2. Consistently reviews student records to verify that progress is being made toward degree completion and Provides outreach and support to students on probationary status.3. Provides timely answers to student inquires and assists students in the selection of appropriate courses and concentrations in terms of students' stated preferences.4. Regularly assists students in identifying curricular and scheduling issues that may affect their time to degree.5. Prepares accurate summaries and reports as requested.6. Maintains confidentiality of information and performs duties in compliance with applicable laws, policies and procedures related to primary and college/department specific responsibilities.7. Provide dependable year-round specialized academic advising for specified students.8. When applicable, demonstrates satisfactory instruction to students in assigned courses.		Comments:		

Consistently Exceeds Expectations	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
<p>Professional Development</p> <ol style="list-style-type: none"> 1. Participates in scholarly and professional development activities related to student advising, retention, and student success. 2. Communicates effectively with faculty, department chairs/heads, lead advisors, program coordinators, department leadership and dean's office personnel to ensure that accurate data and information is provided to students. 		<p>Comments:</p>		
Consistently Exceeds Expectations	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
<p>Service</p> <ol style="list-style-type: none"> 1. Participation in University, College, and/or departmental committees. 2. Actively participates in registration activities (e.g. summer orientation, pre-registration, late registration, ect.) 3. Prepares communication in support of advising activities. 4. Provides information and referrals regarding University policies, additional resources, programs, and services that will support student success. 		<p>Comments:</p>		

PLANNING

Review of Current Goals / Objectives

Next Fiscal Year Goals / Objectives

Employee Comments (optional):

Note: Submitted to supervisor within 10 Business day of the Performance Evaluation meeting with supervisor.

Acknowledgement: By affixing my signature below, I acknowledge that I have received a copy of this performance evaluation and that I have met with my supervisor to discuss its contents. Further, I acknowledge that my signature does not mean I agree or disagree with the contents and that I may respond as indicated in the above section.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____