Georgia Tech | College of Computing

General Faculty Performance Evaluation Form

Employee Name:	Employee ID#:
Job Title:	Supervisor/Reviewer:
Lab/Support Unit:	Review Period:

This form is used annually to document that the following topics have been discussed with the employee. The department should retain all supporting documentation.

CHECKLIST	Check Off When Completed
* Discuss employee's performance on primary responsibilities/priorities during the review period. (Use General Faculty Peformance Evaluation Support Form -- GFPE)	☐
** Revise GFPE Support Form for the upcoming year, on as needed basis	☐
** Discuss how responsibilities/priorities relate to overall unit/lab objectives	☐
* Discuss employee's strengths and/or areas for potential growth and improvement	☐
* Discuss possible barriers to effective work performance and job satisfaction	☐
* Discuss possible work process improvements and updates on research grant	☐
* Discuss employee's development (over past year, furture needs for current job, long term career goals and development needs to achieve those goals)	☐
* Discuss employee's feedback/constructive suggestions for supervisor	☐

Employee comments:

EMPLOYEE MEETS OR EXCEEDS CURRENT EXPECTATIONS OF POSITION: YES ☐   NO ☐

All topics above have been discussed by employee and supervisor:

Employee Signature: _____   Date: _____

Supervisor Signature: _____   Date: _____

Next Level Signature: _____   Date: _____

When performance evaluation discussion is completed, provide a copy to the employee, retain the original for the department file and send a copy to College HR. Supervisor and reviewer signatures are required.

Research Faculty Annual Evaluation: Overall Evaluation and Annual Goals

Progress toward annual goals and primary projects

Job-specific accomplishments and metrics

Planned annual goals

Supervisor overall comments & areas for improvement

BEHAVIORAL COMPETENCIES (Exceptional, Strong, Satisfactory, Needs Improvement, Unsatisfactory)*

	Self-Assessment	**Supervisor Feedback**
Organizational Success		
Effective Communication		
Interpersonal Relationships		
Job Knowledge		
Producing Results		

*See descriptions on next page

Organizational Success
Effective planning and organization, makes effective decisions, displays adequate problem solving and judgment, shows initiative, adheres to an agreed upon schedule, attends meetings, comes prepared to work and collaborations

Effective Communication
Able to express ideas in clear, concise, and effective manner in speaking or writing, practices active listening

Interpersonal Relationships
Builds and maintains productive working relationships through teamwork and cooperation within and across units, respects others, displays honesty and integrity, displays highest ethical and professional standards of conduct, resolves conflicts constructively, possesses positive attitude, recognizes others' achievements, exemplifies commitment to USG core value of respect, treats everyone with fairness, compassion, and dignity, respects others' time

Job Knowledge
Demonstrates professional, administrative, supervisory, and/or technical knowledge required to perform the job successfully, continuously strives to further improve job knowledge and development, serves as a reliable resource for other employees regarding area of expertise

Producing Results
Assignments/projects consistently completed in timely manner with desired level of quality and quantity, follows up on the outcomes of work efforts to ensure desired results

Research Faculty Annual Evaluation: Activities Relevant to Promotion

Below are criteria considered when evaluating research faculty for promotion. **Note that not all of these criteria may be relevant to the job responsibilities of individual research faculty**. If the employee is considering going up for promotion in the future, it would be worthwhile to discuss with the supervisor how opportunities for gaining experience in these areas may be provided. More details: http://www.policylibrary.gatech.edu/faculty-handbook/3.2.1-research-faculty-hiring-and-promotion-guidelines

Peer recognition of mastery of a complex and difficult field of specialization	
Self-Eval:	*Supervisor Comments:*
Important technical contributions and innovation	
Self-Eval:	*Supervisor Comments:*
Project leadership and supervision of others' work	
Self-Eval:	*Supervisor Comments:*
Documented contributions to sponsored or program development	
Self-Eval:	*Supervisor Comments:*
Outreach and service; Representation of Institute/College/School/Unit in dealings with outside organizations	
Self-Eval:	*Supervisor Comments:*

Years in current rank: _____ (To be Promoted: II = 3 years as I; Senior = 4 years as II; Principal = 5 years as Senior)

Highest Degree: _____ (See below for degree & years of relevant full time experience promotion requirements)

II: Master's degree + 3 years' relevant full-time experience after completion of the degree *OR* Master's degree + 5 years' relevant full-time experience after completion of a Bachelor's degree *OR* a Doctoral degree.
Senior: Master's degree + 7 years' relevant full-time experience after completion of the degree *OR* Master's degree + 9 years' experience after completion of a Bachelor's degree *OR* A Doctoral degree and four years' relevant full-time experience. For candidates holding the Doctoral degree, the last two years of employment prior to employment at Georgia Tech will be considered if adequately documented, and the four-year time in grade requirement be reduced to two years for candidates so qualified.
Principal: Master's degree + 11 years' relevant full-time experience after completion of the degree *OR* Doctoral degree + 7 years' relevant experience. At least the most recent three years of relevant experience shall have been at a responsible technical or managerial level