



## 2018 Annual Faculty Evaluation Form

Review Period 1/1/2018 - 12/31/2018



### REVIEWER

Suzanne Ward (Manager), John Becton (Dean), Jaimie Hebert (External Reviewer)

**Name** 999564|Senior

Instructor Position

## Overview

### Task Instructions

Self-Evaluation can assist you to: improve the educational experiences you provide for your students, identify the professional education you need to develop further your capacity to teach and research thoroughly and, prepare for your performance review with your department head. Self-evaluation can range from personal reflection to formal assessment. Based on a constructive self-evaluation of your abilities to teach, conduct research and scholarly activities, and participate in service activities. Refer to the Faculty Handbook Document XXI, The University of Louisiana at Lafayette Faculty Workload Policy for additional information regarding each workload track. A faculty member's track will be determined in consultation with his/her department head and dean.

## Goal Planning for 2019

### Directions

Enter workload activities and plan for 2019

### Attend Advising Sessions

Attend 3 academic advising sessions

<b>Start Date</b> 1/1/2019	<b>Due Date</b> 12/31/2019	<b>Progress</b> <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	<b>0%</b>
<b>Weight</b> 20%			

### Create Online 201 Course

Successfully create online 201 course, Moodle page and videos

<b>Start Date</b> 1/1/2019	<b>Due Date</b> 12/31/2019	<b>Progress</b> <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	<b>0%</b>
<b>Weight</b> 50%			

### Streamline ODS testing process

Make ODS testing a smoother process, including create guidelines on ODS testing for new faculty and instructions on ODS testing for GA proctors

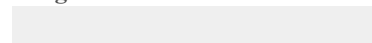
**Start Date**

1/1/2019

**Due Date**

12/31/2019

**Progress**



0%

**Weight**

30%

## Teaching Activities

### Directions

**Teaching:** The primary function of the University is education, as such a sound educational program is one in which students are guided, engaged, and inspired by faculty. Describe innovations that enhance rigor and quality of student learning, and explain unique class formats, e.g., a single course that has a lecture, lab, clinical component, and multiple faculty members. Course includes all courses such as lecture, labs, studios, clinical, internships, practicums, graduate thesis and doctoral synthesis and dissertations, etc. in which the faculty member is listed as the faculty of record (Note on the paper workload form these were sections A Teaching/Courses; B Individual Studies, Internships, and Practicums; and C Graduate Thesis, Doctoral Synthesis, Dissertation Chair). Include or summarize the appropriate part of the department’s evaluation rubric.

### Rating Scale

Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
1.2	Unsatisfactory Performance	
1.3	Unsatisfactory Performance	
1.4	Unsatisfactory Performance	
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1.6	Unsatisfactory Performance	
1.7	Unsatisfactory Performance	
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2.6	Needs Improvement	

2.7	Needs Improvement	
2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
3.1	Meets Expectations	
3.2	Meets Expectations	
3.3	Meets Expectations	
3.4	Meets Expectations	
3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
3.8	Meets Expectations	
3.9	Meets Expectations	
4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained annually
4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

**Govern & Not-for-Profit Acct FA'18 ACCT 306 Sec. 002 Enrollment 40 Credit Hours 3 Lecture 3 Lab**

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Accounting and reporting for governmental units and not-for-profit organizations.

<b>Start Date</b>	<b>Due Date</b>	<b>Progress</b>	
8/20/2018	12/7/2018		0%
<b>Weight</b>			
0%			

**Govern & Not-for-Profit Acct SP'18 ACCT 306 Sec. 001 Enrollment 45 Credit Hours 3 Lecture 3 Lab**

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Accounting and reporting for governmental units and not-for-profit organizations.



**Start Date**  
1/10/2018

**Due Date**  
5/4/2018

**Progress**



0%

**Weight**  
0%

**Intro to Financial Accounting FA'18 ACCT 201 Sec. 003 Enrollment 35 Credit Hours 3 Lecture 3 Lab**

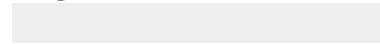
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Basic understanding of the concepts and methods of financial accounting. Emphasis on knowledge necessary for completion of the accounting cycle, income measurement, and financial statement preparation. Topics include accounting assets, liabilities and owners' equity as well as related ethical issues.

**Start Date**  
8/20/2018

**Due Date**  
12/7/2018

**Progress**



0%

**Weight**  
0%

**Intro to Financial Accounting FA'18 ACCT 201 Sec. 005 Enrollment 37 Credit Hours 3 Lecture 3 Lab**

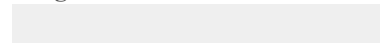
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Basic understanding of the concepts and methods of financial accounting. Emphasis on knowledge necessary for completion of the accounting cycle, income measurement, and financial statement preparation. Topics include accounting assets, liabilities and owners' equity as well as related ethical issues.

**Start Date**  
8/20/2018

**Due Date**  
12/7/2018

**Progress**



0%

**Weight**  
0%

**Intro to Financial Accounting FA'18 ACCT 201 Sec. 010 Enrollment 28 Credit Hours 3 Lecture 3 Lab**

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Basic understanding of the concepts and methods of financial accounting. Emphasis on knowledge necessary for completion of the accounting cycle, income measurement, and financial statement preparation. Topics include accounting assets, liabilities and owners' equity as well as related ethical issues.

**Start Date**  
8/20/2018

**Due Date**  
12/7/2018

**Progress**



0%

**Weight**  
0%

**Intro to Financial Accounting FA'18 ACCT 201 Sec. 012 Enrollment 32 Credit Hours 3 Lecture 3 Lab**

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Basic understanding of the concepts and methods of financial accounting. Emphasis on knowledge necessary for completion of the accounting cycle, income measurement, and financial statement preparation. Topics include accounting assets, liabilities and owners' equity as well as related ethical issues.



**Start Date**  
8/20/2018

**Due Date**  
12/7/2018

**Progress**



0%

**Weight**  
0%

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### **Intro to Financial Accounting SP'18 ACCT 201 Sec. 003 Enrollment 42 Credit Hours 3 Lecture 3 Lab**

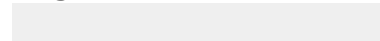
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Basic understanding of the concepts and methods of financial accounting. Emphasis on knowledge necessary for completion of the accounting cycle, income measurement, and financial statement preparation. Topics include accounting assets, liabilities and owners' equity as well as related ethical issues.

**Start Date**  
1/10/2018

**Due Date**  
5/4/2018

**Progress**



0%

**Weight**  
0%

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### **Intro to Financial Accounting SP'18 ACCT 201 Sec. 005 Enrollment 38 Credit Hours 3 Lecture 3 Lab**

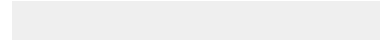
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Basic understanding of the concepts and methods of financial accounting. Emphasis on knowledge necessary for completion of the accounting cycle, income measurement, and financial statement preparation. Topics include accounting assets, liabilities and owners' equity as well as related ethical issues.

**Start Date**  
1/10/2018

**Due Date**  
5/4/2018

**Progress**



0%

**Weight**  
0%

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### **Intro to Financial Accounting SP'18 ACCT 201 Sec. 020 Enrollment 41 Credit Hours 3 Lecture 3 Lab**

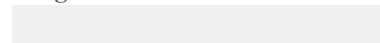
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Basic understanding of the concepts and methods of financial accounting. Emphasis on knowledge necessary for completion of the accounting cycle, income measurement, and financial statement preparation. Topics include accounting assets, liabilities and owners' equity as well as related ethical issues.

**Start Date**  
1/10/2018

**Due Date**  
5/4/2018

**Progress**



0%

**Weight**  
0%

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### **Intro to Managerial Accounting SP'18 ACCT 202 Sec. 008 Enrollment 41 Credit Hours 3 Lecture 3 Lab**

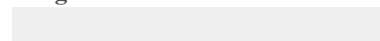
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Analysis of accounting information for decision making. Emphasis on concepts that are fundamental to the use of managerial accounting in the critical evaluation and analysis of economic and financial information with related ethical issues also considered.

**Start Date**  
1/10/2018

**Due Date**  
5/4/2018

**Progress**



0%

Weight  
0%

**B. Instructional Activity and Innovation: Course Technology or distance learning development, mentoring activities, retention activities, student research, etc.**

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**C. Instructional faculty development: Include seminars, workshops, discussion groups, etc.**

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**D. Other**

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### Comments

Name (Self):

- Participated in faculty tutoring for ACCT 201
- Became Certified Online Teacher
- Attended CPE courses
  - Accounting Educators Conference
  - GASB/FASB CPE Course
  - Non Profit CPE Course
  - Governmental Accounting Reporting CPE Course
  - Master Teacher Workshop
- AICPA Member

## Research Activities

**Directions**

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**Research:** Faculty are to conduct research and produce scholarship and creative works in their respective areas of specialization. Include or summarize the appropriate part of the department's evaluation rubric.

**A. Publications, papers, exhibitions, etc.:** Separate publications according to the following recommended headings and distinguish between peer review and non-peer review: books, book chapters, journal articles, web-based journal articles, published multi-media, abstracts and proceedings, and exhibitions. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

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**B Presentations invited speeches, performances, etc.:** Separate presentations according to the following recommended headings: international, national, regional, and state. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

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**C. University Supported Grants:** Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding unit, funding amount, and annual research funding managed. Citation format appropriate to the discipline.

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**D. Externally Supported Grants:** Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding agency, funding amount, and annual research funding managed. Citation format appropriate to the discipline.

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**E. Graduate Thesis Committee Member/Chair:** includes serving on a graduate thesis or doctoral synthesis or dissertation as a member or chair of the committee. Indicate student, titles, and whether the student has defended and graduated (Note these sections previously were under section I Teaching, C Graduate Thesis/ Doctoral Synthesis/Dissertation Chair, D Graduate Thesis/ Dissertation/Synthesis Member).

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**F. Citations, patents, etc.:** list all patents, inventions, and copyrights issued.

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**G. Recognition/ honors/ awards:**

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**H. Research faculty development:** grant writing workshops, online training, etc.

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**I. Other**

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## Service Activities

### Directions

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**Service:** Membership in the University community requires support of an active engagement in the governance of the institution, the college, and the department. Include or summarize the appropriate part of the department's evaluation rubric.

**A. Advising:** Enhance educational engagement of student through advising, mentoring, student organization advisor, etc. For example semester, the number of students, innovations, and awards.

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### Comments





Name (Self):

- Advised approximately 75 total students during the spring and fall semesters

**B. Professional: National, regional, and or local professional organization service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or featured speaker at a professional meeting, etc. For example Chair, Membership Committee, American Board of Chairs, and summarize accomplishments.**

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Comments

Name (Self):

- Participated in Speed Interviewing
- Worked at Arsement, Redd & Morella CPA firm – income tax return preparation, special projects
- Worked at DG Construction & Hauling – general bookkeeping, sales/payroll/income tax returns preparations, general reporting

**C. University, college, department: Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.**

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Comments

Name (Self):

- Office of Disability Services Coordinator for ACCT 201 & 202
- Department of Accounting Facebook Administrator
- Department of Accounting Banquet Committee member
- Department of Accounting Student Recruitment Committee member
- College of Business Student Engagement Committee member
- Participation in various department committees including Strategy, Scholarship, Assessment and Introductory Accounting
- Participation in various student recruitment events including Preview Days, Majors Fair, Lafayette Parish High School Career Day, Accounting Day, Ragin Business Week, Geaux Day, Dining Etiquette Dinner
- Participation in various events including Resume' Workshop & Ragin Business Week Break-out Sessions
- Faculty Advisor, Baptist Collegiate Ministry

**D. Community: Typically, pro bono work for a non-profit organization using expertise from one's discipline include presenting continuing education, programs for public organizations, service on public boards, etc. For example name of the organization, service performed, and effort.**

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Comments

Name (Self):

- Pro bono consulting regarding accounting for activities of local elementary school (non-profit)

### **E. Advising and service faculty development: workshops, online training, etc.**

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#### **Comments**

Name (Self):

- MCOBA Advisor Training
- Degree Works Training
- Accreditation Seminar
- Banner Updates Training

### **F. Other**

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## **Administration Activities (if applicable)**

### **Directions**

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**Administration:** Approved by Dean and Provost/Academic Vice-President. List significant administrative roles, responsibilities, and actions taken. The relative importance of the components varies depending on the role and mission of the unit. These roles may serve multiple constituencies, including students, faculty, higher-level administrators, and alumni and other groups external to the University.

**A. Academic leadership: student success, qualified faculty, and personnel, instructional programs.**

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**B. Administrative leadership: governance, unit organizations, communication.**

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**C. Role specific duties: may include development, recruitment, accreditation, etc.**

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**D. Leadership development: workshops, conferences, online training, etc.**

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**E. Other**

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## **Summary**

**Rating Scale**

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Score	Rating	Description
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1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
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4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

### Overall Summary:

Reviewer	Rating
Suzanne Ward (Manager)	
John Becton (Dean)	

## Teaching Evaluation

### Directions

**Instruction:** (formal credit courses and other pedagogical activities)

Evidenced by achievement of learning outcomes e.g., classroom materials, innovation, learning technologies, level and type of classes taught, evaluation by students (SEI) and others, faculty/student relations.

Demonstrates cooperation and collaboration in course and curriculum development e.g., fairness, effective mentoring.

### Rating Scale

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4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

### Additional Information

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Percent of Workload (Instruction)      80

## Activity Summary

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### Comments

**Suzanne Ward** (Manager):

SEIs for ACCT 201 and 306 are very good; averages generally above department averages; coordinated the ODS testing for ACCT 201 and 202; Managed the 201 Moodle meta course. One of the faculty tutors for ACCT 201. Peer Teaching Evaluation – scored Exceeds Expectations on 6 of 11 dimensions. Received distance learning certification; attended Master Teacher Workshop

## Strengths/weakness

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### Comments

**Suzanne Ward** (Manager):

Conscientious and dedicated classroom teacher. Very committed to classroom excellence and student learning. Willing to take on new assignments to help department.

## Recommendations

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### Comments

**Suzanne Ward** (Manager):

Continue high level of commitment to teaching and classroom excellence; develop the online ACCT 201 and 202 courses for the online Management BSBA Program

## Section Rating

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Reviewer	Rating
<b>Suzanne Ward</b> (Manager)	
<b>John Becton</b> (Dean)	

## Research Evaluation

### Directions

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**Research and Scholarship:** (basic or applied research, creative endeavors, performances and/or related activities)

Evidenced by peer review; e.g. publications, presentations, grants, performances;

Demonstrates apt balance of independent and collaborative efforts e.g., respect for colleagues; mentoring new researchers and scholars.

## Rating Scale

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NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
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5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

### Additional Information

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Percent of Workload (Research)                      5

### Activity Summary

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#### Comments

**Suzanne Ward** (Manager):

Maintained currency in field and continued professional involvement with area CPA Firm and area construction/hauling company. Maintaining IP status.

### Strengths/Weakness

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#### Comments

**Suzanne Ward** (Manager):

Committed to academic and professional involvement. Diligent in maintaining AACSB IP status and being SACS qualified. Engaged in professional consulting.

### Recommendations

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#### Comments

**Suzanne Ward** (Manager):

Continue activities to maintain currency in field and ensure AACSB IP status and SACS qualification. Need to begin a limited research agenda and to begin taking the CPA exam.



## Section Rating

Reviewer	Rating
Suzanne Ward (Manager)	
John Becton (Dean)	

## Service Evaluation

### Directions

**Service:** (department, college, or university committees; community development, and professional organizations, formal and informal advising) Evidenced by active engagement e.g., faculty mentoring, recruitment, and organizational responsibilities. Demonstrates leadership e.g., cooperation, and positive attitude.

Advising and Student Life (if applicable) evidenced by work that enhances the educational experiences of students, e.g., advising, mentor, advisor to student organizations, student engagement.

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5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

### Additional Information

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Percent of Workload (Service)                      15

### Activity Summary

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#### Comments

Suzanne Ward (Manager):

Advised approximately 40-50 accounting majors each semester; good advisor; attends advising workshops;

ODS coordinator for ACCT 201 and ACCT 202. Department Facebook administrator. Co-chair Department Student Recruitment Committee. Served on various department committees including Strategy, Student Engagement, Assessment, Accounting Banquet, and Introductory Accounting. Member of MCOBA Student Engagement Committee. A dedicated team player and willing to take on additional duties. Helped coordinate the Department's annual Accounting Day for high school students. Assisted with department student recruitment and engagement activities

## Strengths/Weakness

### Comments

**Suzanne Ward (Manager):**

Good advisor. Always willing to spend the necessary time to fully advise and counsel students

Willing to contribute when and where needed.

## Recommendations

### Comments

**Suzanne Ward (Manager):**

Continue dedication to advising. Attend more advising workshops. Keep up the good work.

Continue service to Department especially regarding student engagement. Continue efforts regarding student recruitment. Be more vocal in Departmental meetings.

## Section Rating

### Reviewer

### Rating

**Suzanne Ward (Manager)**

**John Becton (Dean)**

## Administration Evaluation (if applicable)

### Directions

**Administration:** (Applicable only to faculty members with administrative appointments with formal release-time)

Administers effectively; creates supportive culture; demonstrates tolerance of difference; implements consultive decision-

making; fosters the unit’s goal-focused performance; etc.

Demonstrates leadership, efficient and effective management, effective communication, and mentoring.

## Rating Scale

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2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
3.1	Meets Expectations	
3.2	Meets Expectations	
3.3	Meets Expectations	
3.4	Meets Expectations	
3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
3.8	Meets Expectations	
3.9	Meets Expectations	



4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained annually
4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

### Additional Information

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Percent of Workload (Administration)

### Activity Summary

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### Strengths/Weakness

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### Recommendations

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### Section Rating

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Reviewer	Rating
John Becton (Dean)	

## Acknowledgment

### Directions

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**Acknowledgment.** My signature below indicates that I have seen this form after it has been completed by my unit head or director (including the recommended merit category) but does not imply my agreement with this evaluation. I understand that I may submit, by the deadline indicated in the Administrative Calendar, a written statement of any concerns about or disagreements with this evaluation and that my statement will be attached to this evaluation form before it is transmitted to the dean.



X Name Faculty  
Member

5/3/2019  
Date

X

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date

X Suzanne Ward  
Department Head

5/1/2019  
Date

X John Becton  
Dean

4/25/2019  
Date

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**Comments**

**John Becton** (Dean):

Name is a great team player and works hard to ensure the accounting program is successful.