

# **Review of Administrator Summary of Evidence Form**

**Name:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Faculty Rank:** Choose an item.

**Date of Hire:** Click or tap to enter a date.

**Date of Review:** Click or tap to enter a date.

**Type of Review:** Choose an item.

**Please attach your Professional Strategic Plan and CV to this form:**

**Instructions:** For each of the elements that make up your Professional Strategic Plan, list the activities and evidence to support your self-evaluation of the level of accomplishment for that element. For the Annual Performance Review, highlight those activities and evidence from this calendar year.For application for tenure and/or promotion, please provide only the evidence since coming to the University of Dayton or since your last promotion (whichever comes last).

**Core Elements:**

**Element 1: Demonstrates effective administration of programs, departments, centers, initiatives and committees in alignment with the values of the University of Dayton.**

List of Activities or Evidence to support progress for this Element.

Click or tap here to enter text.

**Faculty Self-Evaluation:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Faculty Development Committee Assessment (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Chair/Supervisor Assessment:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**School of Engineering Faculty Development Committee (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Associate Dean for Faculty and Staff Development:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Element 2: Develop, articulate and implement a strategic vision that advances and strengthens the organization through the achievement of specific, measurable goals.**

List of Activities or Evidence to support progress for this Element.

Click or tap here to enter text.

**Faculty Self-Evaluation:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Faculty Development Committee Assessment (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Chair/Supervisor Assessment:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**School of Engineering Faculty Development Committee (To be completed ONLY when the faculty member is going up for midterm or tenure and/or promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Associate Dean for Faculty and Staff Development:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Element 3: Demonstrates leadership in effective stewardship of financial resources.**

List of Activities or Evidence to support progress for this Element.

Click or tap here to enter text.

**Faculty Self-Evaluation:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Faculty Development Committee Assessment (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Chair/Supervisor Assessment:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**School of Engineering Faculty Development Committee (To be completed ONLY when the faculty member is going up for midterm or tenure and/or promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Associate Dean for Faculty and Staff Development:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Element 4: Fosters an inclusive and welcoming environment within their unit, department or center.**

List of Activities or Evidence to support progress for this Element.

Click or tap here to enter text.

**Faculty Self-Evaluation:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Faculty Development Committee Assessment (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Chair/Supervisor Assessment:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**School of Engineering Faculty Development Committee (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Associate Dean for Faculty and Staff Development:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Elected Broader Impact Element:**

**Element 1: LIST ELEMENT**

List of Activities or Evidence to support progress for this Element.

Click or tap here to enter text.

**Faculty Self-Evaluation:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Faculty Development Committee Assessment (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Chair/Supervisor Assessment:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**School of Engineering Faculty Development Committee (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Associate Dean for Faculty and Staff Development:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Elected Elements:**

**Element 1:** Click or tap here to enter text.

List of Activities or Evidence to support progress for this Element.

Click or tap here to enter text.

**Faculty Self-Evaluation:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Faculty Development Committee Assessment (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Chair/Supervisor Assessment:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**School of Engineering Faculty Development Committee (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Associate Dean for Faculty and Staff Development:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Element 2:** Click or tap here to enter text.

List of Activities or Evidence to support progress for this Element.

Click or tap here to enter text.

**Faculty Self-Evaluation:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Faculty Development Committee Assessment (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Chair/Supervisor Assessment:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**School of Engineering Faculty Development Committee (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Associate Dean for Faculty and Staff Development:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Element:** Click or tap here to enter text.

List of Activities or Evidence to support progress for this Element.

Click or tap here to enter text.

**Faculty Self-Evaluation:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Faculty Development Committee Assessment (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Department Chair/Supervisor Assessment:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**School of Engineering Faculty Development Committee (To be completed ONLY when the faculty member is going up for promotion review)**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Associate Dean for Faculty and Staff Development:**

Choose an item.

Comments (optional): Click or tap here to enter text.

**Summative Comments:**

**Faculty Member:** Provide a self-evaluation of your overall progress at meeting the goals of your Professional Strategic Plan. Indicate any factors that have impeded your progress during the evaluation period. For annual performance review or first comprehensive periodic review summarize your approach for to make progress on your Professional Strategic Plan.

Click or tap here to enter text.

**Faculty Member:** Click or tap here to enter text.

**Signature: Date:**

**Department Faculty Development Committee:** Please provide summative comments regarding the faculty member’s progress on their Professional Strategic Plan and their approach for the next calendar year.

Click or tap here to enter text.

**THE FACULTY MEMBER IS MAKING SATISFACTORY PROGRESS TOWARDS PROMOTION:  YES  NO**

**Signature: Date:**

**Signature: Date:**

**Signature: Date:**

**Department Chair/Supervisor:** Please provide summative comments regarding the faculty member’s progress on their Professional Strategic Plan and their approach for the next evaluation period.

Click or tap here to enter text.

**THE FACULTY MEMBER IS MAKING SATISFACTORY PROGRESS TOWARDS PROMOTION:  YES  NO**

**Signature: Date:**

**School Faculty Development Committee (for first comprehensive review, and promotion and tenure review only):** Please provide summative comments regarding the faculty member’s progress on their Professional Strategic Plan. For the First Comprehensive Review, also provide feedback on the faculty member’s plan for making progress on their PSP.

Click or tap here to enter text.

**THE FACULTY MEMBER IS MAKING SATISFACTORY PROGRESS TOWARDS PROMOTION:  YES  NO**

**Signature: Date:**

**Signature: Date:**

**Signature: Date:**

**Signature: Date:**

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**Signature: Date:**

**Signature: Date:**

**Signature: Date:**

**Associate Dean for Faculty and Staff Development:** Please provide summative comments regarding the faculty member’s progress on their Professional Strategic Plan and their approach for the next calendar year.

Click or tap here to enter text.

**THE FACULTY MEMBER IS MAKING SATISFACTORY PROGRESS TOWARDS PROMOTION:  YES  NO**

**Signature: Date:**