Fill in the sections of this form identifying all activities undertaken during the year being evaluated to accomplish the routine performance responsibilities. Enter the percent of effort for each area in the parenthesis.

1. **Departmental Administration** (Click here to enter text, %)

1.1
2. Teaching and Advisement (Click here to enter text, %)

2.1
3. Research, Scholarship, and Creative Activities (Click here to enter text, %)

3.1
4. **Professional Service** ([Click here to enter text %](#))

4.1
Overall Dean Comments

My signature acknowledges that I have read and discussed this document with my dean. My signature is not an indication that I agree with the dean's ranking.

Signature of Department Head:

I have read and discussed this document with the department head.

Signature of Dean:

Reviewed by:  

(Provost)