

**EVALUATION OF PRODUCTIVITY AND PERFORMANCE
COM Assistant and Associate Deans, Center Directors**

NAME: _____
POSITION: _____
YEAR APPOINTED _____
REPORT YEAR _____

I. Mission Statement for Your Office

II. Goals Accomplished

Describe key goals which were accomplished by you and your office during this academic year, including a brief summary of outcome measures for each.

III. Service Activities Related to Administration

1. Committee assignments (Include leadership roles and time commitment)
 - A. College of Medicine

 - B. University

2. National professional service (include editorial board membership, review panels, advising panels, professional society offices, etc.)

3. Community service/outreach

IV. Goals for the Next Academic Year

List three specific goals for your office and briefly describe outcome measures which you will use to assess whether these goals have been met.

- 1.

- 2.

- 3.

V. Self Evaluation

Evaluate your performance as an administrator:

Outstanding _____

Satisfactory _____

Excellent _____

Marginal _____

Good _____

Unsatisfactory _____

Comments:

YOUR SIGNATURE

DATE

VI. Dean's Assessment

DEAN'S SIGNATURE

DATE