

**Appendix F**  
**ANNUAL EVALUATION SUMMARY FORM**

PERIOD OF REPORT  
(if other than annual)

FROM: TO:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
RANK AND POSITION

\_\_\_\_\_  
COLLEGE / UNIT

\_\_\_\_\_  
DEPARTMENT / UNIT

PERFORMANCE OF DUTIES

Indicate evaluation by placing an “x” in the appropriate column for each category below. In the “Overall Performance” section, rate the employee’s overall performance in fulfilling his or her responsibilities to the University. Average AOR percentage is based on the annual assignment of responsibilities (9-month assignment for 9-month faculty). The annual evaluation shall include evaluation of summer activities for 9-month faculty if there is a summer assignment.

Category	Average AOR Percentage	Substantially Exceeds FSU’s High Expectations	Exceeds FSU’s High Expectations	Meets FSU’s High Expectations	Official Concern	Does Not Meet FSU’s High Expectations	Not Observed
Teaching							
Research and Other Creative Activity							
Service							
Other							
Spoken English Competency*							
Overall Performance**							

The evaluator's narrative explanation of overall performance must be attached. The evaluator should receive input from both students and faculty in preparing this report. If for any reason such input is unavailable, the report should indicate why and what alternative methods have been used.

Has this rating been discussed with this employee? ( ) Yes ( ) No (attach explanation)

Signature of Evaluator \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date: \_\_\_\_\_

Number of pages attached to report \_\_\_\_\_

Signature of Academic Dean/Director \_\_\_\_\_

Date: \_\_\_\_\_

\* If “Does Not Meet FSU's High Expectations” is noted in Spoken English Competency, options for remediation should be communicated in writing as an addendum to this form. A copy of the form with the addendum should be forwarded through the Dean to the Vice President for Faculty Development and Advancement.

\*\* If “Overall Performance” is rated as “Does Not Meet FSU’s High Expectations,” this report must be forwarded with appropriate recommendations for improvement (including a Performance Improvement Plan, if applicable) to the Provost and the President through the Vice President for Faculty Development and Advancement.

\_\_\_\_\_  
Signature of the President                      Date

\_\_\_\_\_  
Signature of the Provost                      Date