



**Department Head
EDO Performance Report
College of Arts and Sciences**

Name: [Click here to enter text.](#) UTC ID: [Click here to enter text.](#)

Year Being Evaluated [Click here to enter text.](#) Employee #: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Academic Rank and Title of Position: [Click here to enter text.](#)

Date of Appointment to Present Rank: [Click here to enter text.](#)

Years of Service in Administrative Position: [Click here to enter text.](#)

Release Time for Administrative Position: [Click here to enter text.](#)

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 _____

Overall EDO rating:

- Meets Expectations for Rank and Position
- Needs Improvement for Rank and Position
- Unsatisfactory for Rank and Position

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)