**PERFORMANCE EVALUATION FORM**

**Agricultural Research Station**

**Fort Valley State University**

**NAME**:  **TITLE:**

Faculty members within the College of Agriculture, Family Services and Technology, receiving support through the Agricultural Research Station, are expected to perform assigned duties at acceptable levels. Duties normally include: (1) routine activities related to research, (2) professional development, (3) service to the University, the College, the Research Station, the community, and (4) participation in activities that bring distinction to the University, the Research Station and the scientist. This instrument is designed to facilitate the evaluation process.

A. Routine Activities Related to Research

Supervisor

Rating\* Score

Supervisee

Rating\* Score

1. General *(4 points each item)*

(a) Maintain and submit complete copies of original data files as requested by the Research Director

(b) Prepare and submit written progress reports as requested

by the Research Director

(c) Maintain and submit, as requested, activity reports for technical personnel supervised

(d) Establish experimental design, acquire and maintain resources (e.g., plants, animals, instruments, etc.) necessary to conduct research outlined in proposal(s)

(e) Assume the lead role in the development and acquisition of needed facilities and other resources

(f) Provide careful and adequate supervision for technical personnel supervised

(g) Prepare and submit timely reports as requested by the

Research Director

(h) Prepare payrolls and requisitions as required

(i) Maintain daily time cards for personnel supervised

G) Maintain active membership in national professional associations and societies

(k) Make one paper, panel or other equivalent presentation of research results

**2. Dissemination of Research Findings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (a) | Journal Article *(36 points)* |  |  |  |  |
| (b) | Station Publication *(25 points)* |  |  |  |  |
| (c) | Chapter(s) in a Book *(36 points)* |  |  |  |  |
| (d) | Submission of manuscript for publication in Journal and |  |  |  |  |
|  | adequate follow-up *(25 points)* |  |  |  |  |
| (e) | Paper or panel presentation of research results at  national society meetings within discipline *(25 points)* |  |  |  |  |

3. Other duties assigned by the Research Director and included in the amended Plan of Work *(not applicable unless substituted for an item in No. 2 above)*

CATEGORY SCORE *(80 points maximum)*

NOTE: *For maximum credit in Category "A" the scientist must complete items 1a-k. In addition, the scientist must complete 1 to 3 items/rom Section 2a-e based on the following: Up to 33% research appointment--at least*

*1 item,· 34-67% research appointment--at least 2 items; 68% or more research appointment--at least 3*

*items. Specific requirements under Category A2 for newly appointed scientists and others employed in Research at Fort Valley State University for less than three years will be mutually agreed upon by the Research Director and scientist.*

**Supervisor Supervisee**

**B. Professional Development**

**1. Serve as committee chair or session organizer *(5 points)***

**2. Serve as session presider *(2 points)***

3. Serve as discussant *(3 points)*

**4. Member of national, regional or state committees *(3 points)***

**5. Attend workshop in area of specialization *(4 points)***

**6. Attend professional meeting in area of specialization**

*(2 points)*

7. Further study *(5 quarter hours or more* - *4 points)*

8. Other *(specify)*

(*points*)

Rating **Score** Rating **Score**

CATEGORY SCORE *(5 points maximum)*

**C. Service**

**Supervisor**

**Rating Score**

**Supervisee**

**Rating Score**

**1. Organize or conduct workshop *(5 points)***

2. Serve on University-wide committee(s) *(1 point)*

3. Serve on School-wide committee(s) *(1 point)*

4. Serve on Research committee(s) *(1 point)*

5. Participate in and attend College of Agriculture functions

*(1 point)*

**6. Serve as consultant to outside agency *(3 points)***

**7. Participate in cooperative efforts with other units *(3 points)***

8. Other *(specify)*

*(points)*

CATEGORY SCORE *(5 points maximum*

**D. Bonus**

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**Supervisor**

Rating Score

**Supervisee**

Rating Score

**1. Submission of proposals for external funding *(5 points)***

2. Approval of external proposal *(I 0 points)*

3. Publication beyond those included in Category A, 2a-e

*(IO points)*

4. Popular publication *(3 points)*

5. Publication of a book *(10 points)*

6. Student training and development *(student must develop and*

***present a paper-5 points)***

**7. Service on editorial committees or boards of professional**

**associations *(5 points)***

**8. Honors or awards for research or research-related activity**

*(5 points)*

**9. Service on task forces and work groups at state, regional**

**and/or national level *(5 points)***

**10. Holding office in professional associations or societies**

*(5 points)*

11. Sponsor Summer Apprentice *(10 points)*

12. Other usual activities *(specify)*

*(points)*

CATEGORY SCORE *(1O points maximum)*

EVALUATION SUMMARY

CATEGORY AVERAGE SCORE A. Routine Activities Related to Research

B. Professional Development

C. Service

D. Bonus

TOTAL *(100 points maximum)\**

Overall Comments/Recommendations *(supervisor):*

Comments *(supervisee):*

Supervisee's Signature Date

Supervisor's Signature Date

\*Rating: 95 or more= excellent; 85-94 = very good; 76-84 = good; 70-75 = adequate; and less than 70 =

unsatisfactory