**[Your Institution Here]**

**Scholar Progress Assessment Form**

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| --- |
| NAME: |
| SCHOOL: | DEPARTMENT: |
| DATE OF FACULTY APPOINTMENT: | POSITION TITLE:  |
| YEAR: | DATE OF REVIEW: |

|  |
| --- |
| 1. **CORE CRITERIA**

***Faculty Review of Scholar’s Career*** ***Development Plan and Self Assessment*** |
|  | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| 1) Scholarly Activities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 2) Publication Plans and Activities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 3) Presentation Opportunities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 4) General Transferrable Professional Development | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 5) Career Specific Professional Development | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |  |  |  |  |
| **II. OPTIONAL CRITERIA** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Drop down | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |

 *\* Attach Improvement Plan*

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| **III. PERFORMANCE FACTORS** |
| **1) Execution of Research** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Efficiency (sufficiently plans experimental design and controls to answer questions) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Independent scientific judgment (ability to use scientific judgment to advance projects) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Productivity (work routine ensures timely completion of experiments and other tasks) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Priorities (establishes appropriate priorities to bench work, writing, literature, reviews, etc.) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Quality of work reflects accuracy and thoroughness | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Technical knowledge appropriate to project(s) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |
| **2) Knowledge of Literature** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Depth | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Range | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |
| **3) Professional Communication** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Written | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Oral | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Presentation skills | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| English language skills | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Efficiently summarizes data during meetings | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |

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| **4) Interpersonal Skills** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Collaborative manner contributing to laboratory success | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Positive influence to laboratory morale and productivity | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Encourages others to improve scientific and professional skills | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Is sensitive to diversity issues and works well in multicultural environment | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Provides leadership and mentoring to graduate students and/or technicians | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Handles sensitive situations appropriately | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |
| **5) Self Improvement** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Solicits resources to improve job performance | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Identifies skills to be improved | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Participates in training/development activities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Displays clear career goals | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |
| **OVERALL RATING** | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |

*\* Attach Improvement Plan*

**Scholar Career Development Plan** was reviewed or updated: Click here to enter a date.

Does progress need to be reviewed more frequently than annually?

**IV. OUTCOME** *[ ]* Continue Plan as Drafted *[ ]*  Revise Plan, No Concerns *[ ]* Develop Improvement Plan

 Outcome Effective Date:

**V. ACKNOWLEDGEMENTS** *[ ]* I discussed my assessment with my mentor/supervisor and I agree with it.

*[ ]* I discussed my assessment with my mentor/supervisor and I do not agree with it.

*If you do not agree, contact Leadership to request a confidential progress assessment consultation.*

**VI. SIGNATURES**

Enter Typed Name

*Scholar*

Enter Typed Name

*Faculty Mentor/Supervisor*

Enter Typed Name

*Department Chair or Designee*

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*Scholar*

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*Faculty Mentor/Supervisor*

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*Department Chair or Designee*