



III. SUMMARIZE THE PERFORMANCE OVER THE PAST YEAR:

Mitchell is an outstanding colleague and leader. He has exceptional strength in energy, dedication, creativity, and loyalty. Under his leadership the quality of the graduate programs is showing steady improvement. His leadership of the accreditation efforts is critical to our future. His mastery of data and detail is an especially important contribution to the university administration. His public charm and congeniality are great personality strengths.

IV. INDICATE OR LIST SUGGESTED WAYS, IF ANY, EMPLOYEE CAN IMPROVE JOB PERFORMANCE:

For the next two years Mitch will have to change the balance of his attention slightly to increase attention to accreditation with an accompanying decrease in time to graduate studies.

V. OVERALL RATING OF STAFF EMPLOYEE PERFORMANCE: (Circle One)

Excellent

Overall performance of job responsibilities and productivity is at a level that is consistently (>90% of the time) above that which is normally expected or required.

Outstanding

Overall performance of job responsibilities and productivity is at a level that is usually (>70% of the time) above that which is normally expected or required.

Exceeds Job Requirements

Overall performance of job responsibilities and productivity is at a level that is often (>50% of the time) above that which is normally expected or required.

Meets Job Requirements

Overall performance of job responsibilities and productivity is at a level that is normally expected or required.

Does Not Meet Job Requirements

Overall performance of job responsibilities and productivity is sometimes at a level below what is normally expected or required.

VI. SIGNATURES:

Employee Acknowledgment Mitchell J. Smith Date 5/24/07

Supervisor D. J. [Signature] Date 5/25/07

NOTE: Attach supporting documents if necessary.