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Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Performance review date: \_\_\_\_\_

Issues/opportunities for improvement identified during my performance evaluation:

My plan for professional improvement over the next academic year: (please describe the methods or professional activities you intend to pursue in order to achieve your goals)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP of Academics Affairs Signature

\_\_\_\_\_  
Date