

## **CLT SUPERVISOR'S EVALUATION INSTRUCTIONS**

Pursuant to Article 18.3 of the Professional Staff Congress/CUNY Agreement, preferably once each semester, but at least once each year, each employee shall have an **evaluation conference** with the chairman or supervisor to be designated by the appropriate dean or President. At the conference, the employee's total performance and professional progress for that year shall be reviewed. Please note that no parties other than the evaluator and the employee are permitted to attend the conference.

**Following this conference**, the evaluator shall prepare a record of the evaluation discussion in memorandum form for inclusion in the employee's personal file. This memorandum should **NOT** be completed in advance of the evaluation conference referred to above.

The evaluation memorandum should reflect both the employee's and the supervisor's input at the conference. A copy of the memorandum shall be given to the employee within ten (10) working days following the conference. The employee should be asked to initial a copy of the memorandum to indicate that s/he received it and the initialed version should be placed in the employee's personnel file.

CLT SERIES ANNUAL EVALUATION  
STAFF MEMBER'S NAME:  
DEPT.:

**EVALUATION CONFERENCE MEMORANDUM**

<b>Name of staff member evaluated:</b>			
<b>Title:</b>		<b>Functional Title:</b>	
<b>Name of Chairperson or supervisor conducting evaluation:</b>			
<b>Date of evaluation conference:</b>			
<b>Covering the period from (date)</b>			
<b>through (date):</b>			

CLT SERIES ANNUAL EVALUATION

STAFF MEMBER'S NAME:

DEPT.:

1. Describe the CLT's performance of the required duties. Include the person's performance in attending to routine demands, accepting responsibility, working independently, planning and executing work assignments effectively, maintaining pertinent data in an organized manner, demonstrating an effective knowledge of the use of evaluations skills (such as tests, statistics, research), and exercising initiative in contributing to departmental activities.

Place an "X" next to the rating for the CLT's performance of required duties.

Superior	Satisfactory	Unsatisfactory
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2. Describe the CLT's relationships with others, including subordinates, supervisors, peers, students and public. (For example, does this person establish effective relationships with students, have sensitivity and grasp of the range of problems and needs of our students, respond constructively to supervision, ability to work with other members of the department and other staff or demonstrate the ability to exercise some supervision?)

Place an "X" next to the rating for the CLT's relationships with others.

Superior	Satisfactory	Unsatisfactory
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CLT SERIES ANNUAL EVALUATION

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DEPT.:

3. Does the CLT keep up-to-date on new developments in the field and in the College?  
Include any activities through professional associations.

Place an "X" next to the rating for the CLT's professional development.

Superior	Satisfactory	Unsatisfactory
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4. In what ways does the CLT provide service to the department, College, and/or community?

Place an "X" next to the rating for the CLT's service.

Superior	Satisfactory	Unsatisfactory
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5. Describe in detail the strengths and weaknesses in job performance.

6. What recommendations are there for improvement and/or recommendations for new projects?

CLT SERIES ANNUAL EVALUATION

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DEPT.:

7. Other comments:

**The overall evaluation is: (circle one)**

**SATISFACTORY**

**UNSATISFACTORY**

Signature of chairperson or supervisor

Date

Notice to person evaluated: This evaluation conference memorandum will be placed in your personal file in accordance with Article 19.2 of the Professional Staff Congress/CUNY Agreement. Your initials on this document at the place indicated mean only that you have read this memorandum and that you have received a copy of the same. Your initials do not mean that you agree with the contents.

\_\_\_\_\_ Employee's Initials (I have received a copy of this document)