

**FORM A2
COVER SHEET FOR ACADEMIC SUPPORT PROFESSIONALS ANNUAL EVALUATION (ASP)**

Name:

Department:

Date Submitted:

Check all appropriate items:

Annual Evaluation

Retention Evaluation

Eligible for PBI Consideration

Instructions: Attach this sheet as a cover page for the evaluation submitted.

1. Each academic support professional submits this evaluation form to the Unit Supervisor or Department Chairperson, providing appropriate supporting materials for annual evaluation as an attachment.
2. Attach an assessment of performance in a format compatible with the officially approved job description, approved work plan, and materials and methods of evaluation statement.
3. Academic support professionals may attach any additional supporting materials they wish to have considered. Materials should be selected to document performance of duties specified in the employee's official job description, approved work plan, and the approved statement of materials and methods of evaluation. Please staple supporting materials involving 20 or fewer pages to this form; please enclose supporting material of more than 20 pages in a loose leaf, three-ring binder clearly marked with your name and department on the spine of the binder and attached to this form.
4. In the case of an annual evaluation only, the employee's supervisor or department chairperson will return the evaluation materials to the Academic Support Professional. In the case of an evaluation including a retention recommendation, the evaluation materials should be sent forward via the dean or intermediate supervisor (if any) to the appropriate University Vice President. After the retention evaluation process is completed, the academic support professional will be notified that the annual evaluation materials are available.

NOTE: Annual evaluations resulting in a high-quality rating or a superior rating will result in a merit increase. Annual evaluations resulting in a superior rating will be credited towards a performance-based increase.