

Form 3- Supervisor Development Summary

Fill out this form if you are evaluating a supervisor who reports directly to you.

Supervisor's Name: _____ **Year:** _____

How to use this summary (please read carefully):

- 1) Use this form to combine scores from **Form 2-Supervisor Development Feedback** with your evaluation of the supervisor.
 - 2) For each copy of **Form 2** submitted, transfer the performance item scores onto this summary (page 2 of this form). Use a separate FEEDBACK column for each copy of **Form 2**. If the person you are evaluating has only a few direct reports, many of these columns will be left blank.
 - 3) Add the scores for each performance item and write the figure in the column labeled FEEDBACK SUBTOTAL. For example, add all the "Vision" scores and write the figure in the FEEDBACK SUBTOTAL column for "Vision." Repeat the process for all Performance Items.
 - 4) For each performance item, divide the FEEDBACK SUBTOTAL by the number of employees (direct reports) who submitted Form 2. Record the answer in the FEEDBACK AVERAGE column.
 - 5) In the FEEDBACK AVERAGE column, add all the scores together and write the total in the box at the bottom of the column.
 - 6) The Supervisor's Evaluator should rate the supervisor using the SUPERVISOR'S EVALUATION column, then add all the scores together in that column and write the Total in the box at the bottom. Rate using a 3(strength), 2 (meets expectations), or 1 (improvement opportunity).
 - 7) **Important:** Transfer the two totals to the appropriate blanks below and follow the remainder of the instructions.
-

How to find the Average Score for Form 3- Supervisor Development Summary

To be filled out by the Supervisor's Evaluator

1. In the blank, write the Total from the bottom of the FEEDBACK AVERAGE column = _____
If the person is a **Supervisor Only**, divide the total by 12 to get an average.
If the person is an **Academic Administrator**, divide the Total by 14 to get an Average. = **AVERAGE FOR** _____
If the person is an **Academic Chair or Director**, divide the Total by 22 to get an Average. **Direct Reports Feedback**
2. In the blank, write the total from the SUPERVISOR'S EVALUATION = _____
If the person is a **Supervisor Only**, divide the total by 12 to get an average. = **AVERAGE FOR** _____
If the person is an **Academic Administrator**, divide the Total by 14 to get an Average **Supervisor's Evaluation**
If the person is an **Academic Chair or Director**, divide the Total by 22 to get an Average.
3. Add the two **AVERAGE** scores together to get a total. = **TOTAL** _____
4. Divide the **TOTAL** by two (2) to get the overall average. = **OVERALL AVERAGE** _____
5. Transfer the **OVERALL AVERAGE** to page 4 of Form 1 to calculate the final evaluation score.

Supervisor's Name: _____ Number of direct reports submitting Form 2: _____

Review is for:
 _____ Supervisor Only _____ Academic Administrator _____ Academic Chair or Director

PERFORMANCE ITEM	Feedback												Sub-Total	Average	Supervisor's Evaluation	
	1	2	3	4	5	6	7	8	9	10	11	12				
Vision																
Integrity																
Fairness																
Decision-Making																
Teamwork/team-building																
Interpersonal relations																
Information-sharing																
Accessibility																
Delegation																
Performance Reviews																
Policy Compliance																
Planning																
ACADEMIC ADMINISTRATORS ONLY																
Instruction																
Scholarship Support																
ACADEMIC CHAIRS & DIRECTORS ONLY																
Communication																
Department Representation																
Workload Scheduling																
Professional Development																
Budget Management																
Faculty Meetings																
Advisement Administration																
Student Grievances																
Totals																

Notes: