**SPECIAL ASSIGNMENTS PERFORMANCE REVIEW**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Assignment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete this form to review the performance of a faculty member with a special assignment (e.g., Director of the Speaking Intensive Program). The review should explain the nature of the special assignment involved, which will justify the percentage weighting for the special assignment, negotiated with the dean or direct supervisor, in addition to the weightings for teaching, professional activity, and service as noted in §6.2.1. The person with immediate supervisory responsibility for the special assign­ment should speak specifically to the performance criteria detailed in the faculty member’s original letter of appointment. The special assignments performance review should be attached to the faculty member’s annual performance review.

I hereby attest that this commentary is honest and accurate to the best of my knowledge and that all opinions and judgments can be substantiated and are either my own or are attributed to their sources.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Reviewer

Commentary on the individual’s performance with respect to the special assignment:

I acknowledge this evaluation, which my supervisor has discussed with me. I (do\_\_\_\_\_/do not\_\_\_\_\_) intend to write a letter of exception regarding this evaluation to the dean for my file.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member’s Signature Date