

**ACADEMIC STAFF**  
**PERFORMANCE EVALUATION/SALARY ADJUSTMENT/RETENTION**  
**UNIVERSITY OF WISCONSIN-SUPERIOR**  
**FORMS A & B**

The purposes of this process are to:

- a. evaluate all category A and B academic staff on set performance factors, thus providing the staff member with acknowledgement of skills and guidance for improvement;
- b. assure the University and its students that quality education and service is being provided;
- c. provide a record of performance for fixed term academic staff that may enhance their future employment opportunities.

*Note: If the staff member being evaluated has more than one supervisor due to split responsibilities, a separate evaluation form will be prepared for each area of responsibility.*

General instructions for completing these forms:

1. The staff member reviews attached Form B — Performance Plan (previously prepared by the staff member and supervisor), to determine if the established goals were met.
2. The staff member completes the Actual Achievements portion of Form B — Performance Plan, identifying accomplishments for each responsibility identified. Additional sheets may be added if more room is required.
3. The supervisor completes the Level of Achievement on Form B for each identified responsibility.
4. The supervisor makes performance recommendation on Form A and Form B.
5. The staff member and the supervisor jointly review Forms A and B. The staff member and the evaluating supervisor sign both forms.
6. One signed copy of the Forms A and B will be forwarded to the Office of Human Resources.