

# Department of Wood Science & Engineering

## Graduate Assistant Employee Evaluation

All students employed as a Graduate Assistant (GA) by the Wood Science & Engineering department shall be evaluated annually by their major professor or work supervisor. Annual evaluation is a matter of good professional practice to ensure students make satisfactory progress towards their degree and receive valuable feedback on strengths and areas for improvement. It is also required by the CGE Collective Bargaining agreement.

**This evaluation must be completed and on file in the Department office prior to any planned reappointment or re-employment.**

### Article 15–EVALUATION

From the October 21, 2016-June 30, 2020 CGE bargaining agreement, available at:  
<http://cge6069.org/about/cba/#Article%2015>

**Section 1.** Each unit employing Graduate Employees has the right to conduct periodic evaluations of the employee's job performance. The unit may establish job performance criteria and the frequency and format of evaluation appropriate for the employee's work assignment. Evaluations will be performed no less than once each academic year. Employees shall have access to all evaluative material unless otherwise restricted by this Article. Upon appointment, Graduate Employees shall be notified in writing of the evaluation process and criteria.

**Section 2.** The evaluation may include written input provided by students, clients, or others who have direct knowledge of the employee's performance. If the written input includes a numerical rating, then a summary of the average rating scores may become a part of the Graduate Employee's personnel file. Anonymous evaluative material may not be kept in a Graduate Employee's personnel file.

**Section 3.** The supervisor or another faculty member designated by the employing unit may also conduct one or more site visits to the employee's classroom or work place for the purpose of evaluation. Upon request by the Graduate Employee, the supervisor or a designated faculty member will conduct a site visit to an employee's classroom or workplace. A Graduate Employee may request additional evaluations on particular performance issues at any time.

**Section 4.** The employee shall be provided with a timely copy of the written evaluation by the supervisor. The employee shall sign the copy to be placed in the personnel file as an acknowledgment that the employee has received and read the evaluation. Within thirty (30) days of receiving the evaluation, the employee has the right to submit a written rebuttal for inclusion in the personnel file.

**Section 5.** As a result of the evaluation process, the academic unit may require that specific deficiencies in the work performance be remedied. If the deficiencies are not remedied within a reasonable period of time, the employing unit may initiate disciplinary procedures as specified in Article 17 (<http://cge6069.org/about/cba/#Article%2017>).

# Department of Wood Science & Engineering

## Graduate Assistant Employee Evaluation

### **Instructions:**

It is the responsibility of Major Professors and/or Work Supervisors to initiate this annual employment review.

This review can coincide with the Satisfactory Academic Progress (SAP) Evaluation. It is not necessary for these two evaluations to occur at the same time, however, in order to receive a reappointment offer the graduate employee must meet two criteria: (1) they must be making satisfactory academic progress in their academic home, and (2) they must meet or exceed the expectations in their overall employment evaluation.

Evaluation definitions for “Exceeds Expectations”, “Meets Expectations”, “Needs Improvement”, and “Does Not Meet Standards” are provided on the first page. Evaluation of major job responsibilities must be based on the graduate employee’s position description; if a copy of the position description for the Graduate Employee is needed please contact the department.

If a graduate employee’s performance is assessed as “Needs Improvement” or “Does Not Meet Expectations” there must be comments from the Major Professor/Work Supervisor provided as to why or how the performance was determined to be unsatisfactory.

An overall evaluation of “Needs Improvement” or “Does Not Meet Standards” should lead to a discussion between the graduate employee and Major Professor/Work Supervisor on expectations and result in an action plan of achievable milestones that the graduate employee can achieve within a set timeframe. A meeting between the Department Head, the Major Professor/Work Supervisor and Graduate Employee can be arranged, if needed.

Major Professors/Work Supervisors must meet with the Graduate Employee to discuss the employment evaluation and to sign the form and submit the form to the department.

Graduate employees do not have to agree with the assessment, and their signature on the form only confirms that they have received the evaluation. Graduate employees may submit a written rebuttal for inclusion into the personnel record within 30 days of receipt of the evaluation (CGE Bargaining Agreement, Article 15, Section 4).

**Department of Wood Science & Engineering – Graduate Assistant Employee Evaluation**

Graduate Assistant Name _____	Graduate Assistant's Academic Home _____
Supervisor _____	Evaluation Period _____

<b>Supervisor has confirmed with academic home or major professor that the Graduate Employee is making satisfactory academic progress and qualifies for employment. (Required)</b>	<input type="checkbox"/>
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Evaluation Definitions			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Standards
Employee is the “go-to” person, who always goes the extra mile; takes advantage of formal or informal training classes relevant to the job  Strives to enhance or improve skills and is always ready to help the customer  Approaches all department and research group goals unselfishly  Consistently performs job duties  Work and behavior expectations consistently met  Consistently exceeds performance goals and supervisor’s expectations  Anticipates and takes on additional duties beyond major responsibilities	Employee meets the high standards of service required of the position  Consistently performs job duties  Work and behavior expectations consistently met  Meets performance goals and supervisor’s expectations  Completes and verifies own work in a timely, accurate, and thorough manner	Employee needs to work harder on improving in this particular behavior area before performance slips to an unacceptable performance level  Employee demonstrates potential for improvement  Does not consistently and/or accurately perform job duties  Work and/or behavior expectations are not met  Does not meet performance goals and/or supervisor’s expectations  Is not consistently reliable in handling daily duties  May require more supervision than is expected	Employee fails to meet standards and acceptable expectations

Overall Evaluation	
Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/>	<b>Supervisor Comments</b> <i>(Required if employee’s performance is rated as “Needs Improvement” or “Does Not Meet Expectations”)</i>

### Evaluation of Major Job Responsibilities (based on position description)

	<b>Supervisor Comments</b>
	<i>(Required if employee's performance is rated as "Needs Improvement" or "Does Not Meet Expectations")</i>
Exceeds Expectations <input type="checkbox"/>	
Meets Expectations <input type="checkbox"/>	
Needs Improvement <input type="checkbox"/>	
Does Not Meet Expectations <input type="checkbox"/>	

### Job Knowledge, Technical Competence, & Delivering Results

	<b>Supervisor Comments</b>
	<i>(Required if employee's performance is rated as "Needs Improvement" or "Does Not Meet Expectations")</i>
<ul style="list-style-type: none"> <li>• Lab safety</li> <li>• Required trainings</li> <li>• Quality of work – accuracy, thoroughness, efficiency regardless of volume, ability to meet standards of quality</li> <li>• Resources management</li> <li>• Accuracy and precision of lab work</li> <li>• Demonstrates command of technical/procedural requirements of the job and keeps up to date on these as required</li> <li>• Demonstrates knowledge and skills, and appropriately asks for help</li> <li>• Completes designated tasks as assigned; Acts in accordance with research and research group objectives</li> <li>• Commitment to providing high quality work; Work performed is of high standard. Is not satisfied with producing work that is “just good enough”</li> <li>• Displays enthusiasm, dedication, and interest in duties and responsibilities; Is a self-starter and proactive in approach to job; Demonstrates willingness to work beyond the usual or ordinary requirements of job when needed. Shows initiative and flexibility in meeting challenges; Capable of acting independently when circumstances warrant</li> </ul>	
Exceeds Expectations <input type="checkbox"/>	
Meets Expectations <input type="checkbox"/>	
Needs Improvement <input type="checkbox"/>	
Does Not Meet Expectations <input type="checkbox"/>	

### Professionalism & Integrity

	<b>Supervisor Comments</b>
	<i>(Required if employee's performance is rated as "Needs Improvement" or "Does Not Meet Expectations")</i>
<ul style="list-style-type: none"> <li>• Reliability, following through on commitments</li> <li>• Takes personal responsibility for outcomes; avoids excuses</li> <li>• Dependable</li> <li>• Representativeness – represents department, college, and university well at meetings and/or guest visits</li> </ul>	
Exceeds Expectations <input type="checkbox"/>	
Meets Expectations <input type="checkbox"/>	
Needs Improvement <input type="checkbox"/>	
Does Not Meet Expectations <input type="checkbox"/>	

## Research Skills

- Demonstrates ability to analyze available data or circumstances, consider alternatives, and make well-reasoned, timely decisions that favorably affect performance and organizational goals; Acts reliably and responsibly, keeping supervisor informed and aware of potential issues or areas that need attention
- Critical evaluation of scientific literature
- Critical evaluation of data
- Ability to draw conclusions based on research data
- Data management
- Follows principles and professional standards for the ethical and responsible practice of research; If needed, goes through the appropriate channels to obtain Human Research Protection Program and Institutional Review Board approvals before engaging in research
- **Verbal Communication**
  - Presentations (e.g., paper/poster presentations at organizational meetings, seminar presentation(s), participation in WFGRS)
  - Demonstrates effective speaking skills (e.g., clear, engaging, succinct)
- **Written Communication**
  - Demonstrates effective writing skills (e.g., clear, concise, specific, accurate)
  - Manuscripts, proposals, thesis/dissertation progression
  - Journal articles (in preparation, submitted, or published)

### Supervisor Comments

*(Required if employee's performance is rated as "Needs Improvement" or "Does Not Meet Expectations")*

- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Does Not Meet Expectations

## Time Management, Reliability, & Productivity

- Establishes priorities
- Completes work with accuracy within prescribed deadlines
- Utilizes resources, establishes priorities, and organizes work to meet required deadlines.
- Organizational skills
- Organization – Plans and structures work load efficiently
- Prioritizes and balances commitments
- Punctual
- Acts promptly on requests or assignments; takes steps to insure that request has been properly understood, including required time frame and delivery or response
- Meets deadlines
- Reliability, follows through on commitments
- Dependable

### Supervisor Comments

*(Required if employee's performance is rated as "Needs Improvement" or "Does Not Meet Expectations")*

- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Does Not Meet Expectations

## Interpersonal Working Relationships & Communication

- Establishes and maintains cooperative working relationships with co-workers and supervisor(s)
- Respects abilities, decisions, and motives of co-workers, internal stakeholders, and partners
- Treats others with respect, respects diversity of opinions and beliefs.
- Speaks and acts ethically, fairly, and consistently
- **Feedback**
  - Ability to give and receive constructive feedback
  - Accepts constructive criticism and takes responsibility for one's actions
  - Constructively responds to suggestions and feedback received from others
  - Provides feedback; engages in follow-up, keeps others informed and obtains information from others as needed to perform the job efficiently
  - Shows desire for continuous improvement. Welcomes and positively acts on feedback and suggestions
- **Working Relationships with Colleagues**
  - Works well and actively with others
  - Responds actively and effectively to needs of undergraduate students and colleagues
  - Clearly expresses needs, explanations, and directions to others as required
  - Training and/or onboarding new students, visiting scientists, and interns
  - Engages others in providing ideas for improvement; brings ideas to the attention of the right people
  - Keeps co-workers informed of changes in process/procedures that may impact their work and/or jobs
- **Working Relationships with Supervisors, Committee Members, and Major Professors/Advisors**
  - Keeps advisor and committee up to date on research progression, including problems and accomplishments, and involves committee in setting research goals annually
  - Practices timely, concise, and relevant communication
  - Responsive to directions and guidance of major professor, supervisor, and/or committee
  - Identifying mentors/committee members and utilizing them and their knowledge/expertise effectively

### Supervisor Comments

*(Required if employee's performance is rated as "Needs Improvement" or "Does Not Meet Expectations")*

Exceeds Expectations

Meets Expectations

Needs Improvement

Does Not Meet Expectations

## Signatures

Graduate assistant signature confirms **receipt** of the evaluation. Graduate assistants may submit a written rebuttal for inclusion into the personnel record within 30 days of receipt of the evaluation (CGE Bargaining Agreement, Article 15, Section 4).

Graduate Assistant Signature

Date

Supervisor Signature

Date