Review of Program Advisor's Department-Assigned Tasks

Program Advisor: _____

Reviewer: _____

Reviewer's Relationship to Program Advisor:

☐ Departmental Colleague   ☐ External Colleague

Position   _____

Department-Assigned Tasks (to be completed by the Program Advisor):

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Directions:

Thank you for agreeing to carry out this review of department-assigned tasks. The results of this review will form part of an overall assessment of the Program Advisor and will be used to identify any areas where skills and expertise might be further developed.

Each item is to be assessed according to the following scale:

S	SR	U	
Satisfactory	Satisfactory with Reservations	Unsatisfactory	No Opinion

No Opinion is the appropriate response where you have insufficient data or you are otherwise unable to assess the item. Please note that reviewer comments are welcome when particularly effective or otherwise noteworthy performance is observed.

Satisfactory with Reservations or **Unsatisfactory** are appropriate responses where you cannot rate the Program Advisor as **Satisfactory** on the item. When choosing either of these options, you must clearly explain why a rating of **Satisfactory** could not be given. If no explanation is provided the response will be scored as **No Opinion**.

Review of Program Advisor's Department-Assigned Tasks

1. The program advisor carries out department-assigned duties in a timely manner. ☐S ☐SR ☐U ☐No Opinion

2. The program advisor carries out department-assigned duties in an effective manner. ☐S ☐SR ☐U ☐No Opinion

3. The program advisor communicates effectively with departmental colleagues. ☐S ☐SR ☐U ☐No Opinion

4. The program advisor works constructively in collaboration with others. ☐S ☐SR ☐U ☐No Opinion

5. The program advisor is effective when working independently. ☐S ☐SR ☐U ☐No Opinion

6. The program advisor regularly participates in department meetings. ☐S ☐SR ☐U ☐No Opinion

7.   The program advisor makes positive contributions to the department's decision making.   ☐S ☐SR ☐U ☐No Opinion

8.   The program advisor demonstrates respect for individuals   ☐S ☐SR ☐U ☐No Opinion

9.   The program advisor takes opportunities to improve departmental services and instructional activities.   ☐S ☐SR ☐U ☐No Opinion