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| ***Improvement Plan Progress Report Form***  **Faculty Member (Evaluatee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Improvement Plan: \_\_\_\_\_\_\_\_\_\_\_\_**  **Date of Progress Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Manager (Vice President or Designee) Completing Progress Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department Chair:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Summary of Previous Evaluations** Click or tap here to enter text |
| **Summary of Concerns Articulated in Improvement Plan** Click or tap here to enter text |
| **Summary of Progress Made in Responding to Areas of Concern** Click or tap here to enter text |
| **Summary of How the Evaluatee Has Met Professional Responsibilities** Click or tap here to enter text |
| Signatures:  Manager (Vice President or Deisgnee):  Department Chair: |

The Progress Report should be sent to the College President no later than February 1 of the year in which it is written. A copy should also be sent to the evaluatee and the evaluatee’s department chair. The Progress Report will be stored in the evaluatee’s personnel file as part of the same evaluation that included the Improvement Plan.