

CAS EVALUATION MEETING ACKNOWLEDGMENT FORM
(for Department Chairs, Program Directors, and Staff)

Your signature constitutes an acknowledgment that on (date)_____

you participated in a meeting to discuss staff performance issues for the academic year and that you understand that the intent of the meeting was to allow the staff member to give the chair/program director input for the evaluation, and for the chair/program director to offer feedback prior to the formal written evaluation.

Chair/Program Director

Staff member