

BUGUW Worker Information:

Worker's UID: **Enter BUID**

Worker's First Name: **Enter Employee Name**

Worker's Last Name: **Enter Employee Name**

Supervisor Name: **Enter Supervisor Name**

Nature of Assignment: **Enter Unit/Department**

Date of Evaluation: **Enter Date of Evaluation**

Academic Term: **Enter Eval Period**

This is an evaluation for: **Research work** (choose research or teaching)

Purpose of Performance Assessment:

Purpose Statement

The purpose of this assessment is to provide written feedback on the graduate worker's performance in their assigned employment role. It is intended to highlight strengths, identify areas for improvement, and outline steps for professional growth within the scope of the job. This form is strictly related to the responsibilities and expectations outlined in the graduate worker's employment assignment. It does not evaluate, reflect upon, or have any bearing on the graduate worker's academic performance or progress toward their degree. Feedback provided here focuses solely on workplace contributions, skills, and behaviors demonstrated in the employment setting. This separation ensures clarity between academic work and employment responsibilities, supporting fair and constructive dialogue between the graduate worker and their supervisor.

Informal performance assessment is an on-going aspect of effective supervision.

Communication and the written performance evaluation should not replace day to day supervision and communication.

Please direct any questions to the Director of Academic Labor Administration in the Office of the Provost

Performance Rating:

Supervisor: Please rate the employee on each of the performance factors included on the second page of this form. Please select one option for each factor. For any performance factor which does not apply to the employee's responsibility, please check "Not Applicable."

Definitions for ratings:

Unacceptable (1) - Worker's performance does not meet the essential position requirements.

Needs Improvement (2) - Worker's performance meets some of the essential position requirements yet requires improvement to reach the successful level of meeting all essential position requirements.

Successful (3) – Worker's performance meets essential position requirements. Accomplishments are in accordance with the standards of the position.

Excellent (4) - Worker's performance meets essential position requirements and exceeds some requirements of the position.

Outstanding (5) – Worker's performance far exceeds all essential position requirements. Accomplishments go above and beyond the standard requirements of the position.

Research Performance Factors (descriptions
found on last page):

Decision Making and Problem Solving:	3 - Successful
Laboratory Jobs & Responsibilities:	3 - Successful
Record Keeping:	3 - Successful
Professionalism:	3 - Successful
Mentoring & Training duties:	3 - Successful
Safety:	3 - Successful
OVERALL RATING:	3 - Successful

Teaching Performance Factors (descriptions
found on last page):

Hours	3 - Successful
Communications with Faculty & Students	3 - Successful
Student Evaluations	3 - Successful
Supervisor Observation:	3 - Successful
Time Management and Preparation:	3 - Successful
Professionalism:	3 - Successful
OVERALL RATING:	3 - Successful

Supervisor Performance Comments:

[Enter comments here]

Areas for Improvement:

[Enter comments here]

Supervisor Signature: _____ Date: _____

Sample BUGWU evaluation topics include:

Research: Hours, lab jobs, attendance and participation at lab meetings, attendance and participation at seminars & journal club, technique/procedure optimization (including cost analysis), notebook and logbook review, adherence to safety and lab protocols, professionalism (especially in clinical settings or with collaborators or co-workers). Student work that goes unnoticed (ordering, animals, waste pickup, mentoring, training, work on other's projects).

Teaching/tutoring: Number of students, hours, adequate resources, professionalism, attendance and participation in pre/post teaching meetings, student evaluations, direct supervisor observation.

Steps the supervisor may take to support the Graduate Worker: Continued, regular meetings; Notification of important meetings/seminars; Training, or observation, of student for particular protocol(s). Referral to writing centers. Referral to professionalism training. Referral to teaching resources.

Form updated 11/10/25