



## General Fee Student Leader Evaluations

### Process

1. Stipend-receiving student leaders should receive a copy of the performance evaluation form during their initial meetings with their advisor/DSL representative so students are familiar with the items being evaluated.
2. Evaluations should be distributed again during the 10<sup>th</sup> week of the student's first and second (Fall or Spring) semester in office. Students and either the head of the organization or student life representative will individually complete the forms.
3. The student, head of organization (if applicable) and advisor/DSL representative will meet (in December or January (or April-May) to discuss the evaluation ratings and create one master form which will be signed by both the student and staff member.
4. Completed, signed evaluation forms will be returned to the Associate Dean of Students no later than January 30 and May 30.
5. If any responsibilities fall below acceptable performance levels, the evaluation should be shared with the Dean of Students to discuss any necessary actions to improve performance.
6. Student leader performance evaluations will be available online on the DSL website under "important forms"
7. Advisor/supervisor/Media Specialist evaluations will be distributed at the same time as the student leader evaluation forms and will be returned to the Associate Dean of Students who will tally and distribute summaries to the various DSL staff.