Committee Member Evaluation Tool

For use by Committee Chairs to evaluate member engagement and contribution during the current academic year.

Committee Name: Academic Year:

Committee Member Name: Home Department:

Committee Chair Name:

Instructions: Please rate the committee member on the following dimensions using the scale provided and respond briefly to the open-ended questions.

Rating Scale:

1 = Rarely / Never 2 = Occasionally 3 = Sometimes 4 = Often 5 = Always

	1	2	3	4	5
Presence: The member attended scheduled committee meetings.	○	◉	○	○	○
Participation: The member actively engaged in discussions and committee activities.	◉	○	○	○	○
Contribution: The member provided meaningful input, ideas, or work products that advanced the committee's goals.	○	○	○	○	◉
Collaboration: The member worked respectfully and constructively with others.	◉	○	○	○	○
Reliability: The member followed through on assigned tasks or responsibilities.	○	○	○	○	◉

In what ways did this member most positively contribute to the work of the committee this year?

In what ways could this member improve their presence, participation, contributions, collaboration, and/or reliability in future committee service?

Any Additional Comments?

Member Signature: Date:

Chair Signature: Date: