

Appendix C
APA Bi-Annual Report to Administrative Area Supervisor

Administrator: _____
Title: _____
Department: _____
Administrative Area Supervisor: _____

Report Due:	
<input type="checkbox"/>	November 1 st
<input type="checkbox"/>	April 1 st
<input type="checkbox"/>	Provisional Evaluation
<input type="checkbox"/>	Promotional Evaluation

This report is intended to provide an overview of the work performed during the time period identified above. Work should be consistent with the core job responsibilities of the administrator and aligned with the strategic goals of the administrator's department and division, as well as the institution. The report should note accomplishments, successes, and/or challenges; provide status updates on current projects, review completed projects, or identify upcoming projects; and report on professional development attended. This report also provides the opportunity to recommend process improvements, efficiencies, or other suggestions to improve student experiences and to achieve strategic goals. Managers and administrators are encouraged to meet and communicate regularly regarding the items noted below.

Accomplishments/successes during this reporting period:

Challenges during this reporting period:

Project update, planning, or review during this reporting period:

Professional development activities - seminars, lunch & learns, lectures, etc. - attended during this reporting period (optional):

Process improvements, efficiencies, or suggestions:

Meeting Notes (if applicable):

Date Submitted

Signature of Administrator

Date Received

Administrative Area Supervisor

c: Official Personnel file

Appendix D

APA Annual Performance Narrative Form

Administrator: _____

Title: _____

Department: _____

Administrative Area Supervisor: _____

Evaluation Date: _____

Bi-Annual Reports Received from Administrator:	
<input type="checkbox"/>	November 1-April
<input type="checkbox"/>	1
<input type="checkbox"/>	Provisional Evaluation Promotional
<input type="checkbox"/>	Evaluation
<i>Reports are due twice per year on November 1 & April 1. Unless a provisional or promotional evaluation is needed.</i>	

Job Description Review: Yes No

If applicable, please submit the updated job description electronically to the Human Resources Office.

It is extremely valuable for managers to evaluate the performance of an administrator. The evaluation of performance enhances the effectiveness of an administrator in making a contribution toward advancing the mission of the department, division, and the institution. Providing regular feedback to an administrator will assist the administrator in performing their core job responsibilities and achieving expectations and goals, as well as help propel the administrator forward in their career.

The performance narrative is a tool to review job expectations and strategic goals, assess strengths and weaknesses, identify professional development opportunities, and offer performance feedback to the administrator. The performance narrative should also note overall, whether the administrator has been successful in the performance of their core job responsibilities or if improvement is needed.

The performance narrative should include the following elements when assessing performance:

Year in Review:	Professional Competencies:
• <i>Administrator's accomplishments & successes</i>	• <i>Leadership/Management</i>
• <i>Areas for improvement or challenges noted in the performance of job responsibilities</i>	• <i>Communication/Interpersonal Skills</i>
• <i>Strategic goals aligning with administrator's core job responsibilities</i>	• <i>Responsiveness</i>
• <i>Goals for upcoming year or contributions to departmental or divisional goals</i>	• <i>Teamwork</i>
• <i>Professional development activities planned</i>	• <i>Problem-solving/Judgment & Discretion</i>

Job-specific competencies, identified by the manager or supervisor, and the administrator's job knowledge should also be included in the performance narrative.

It is recommended that the performance narrative be provided to the administrator at least one week in advance of the scheduled meeting to discuss the administrator's performance. Providing the performance narrative in advance will allow the administrator time to reflect upon the narrative and foster their own thoughts to contribute to the performance discussion in a meaningful way.

Attach document.

Overall Performance Rating:

Meets

Expectations:

Needs

Improvement*:

**If improvement is needed the performance narrative should reflect the areas in which improvement is needed and should identify next steps to help the administrator achieve successful performance.*

Employee Comment:

Attach document.

Date

Signature of Administrative Area Supervisor

Date

Signature of Administrator

1525691_1

3066564_1

Date

*Signature Area Vice President or
Chief Administrative Officer*

c: Official Personnel file