

Annual Administrative Performance Review

Reviewer's Form

Date:

Name of supervisor conducting the review:

Administrator's name:

Administrator's title:

Administrator's Department:

Administrator's School/College:

Taking into consideration the shared unit plan and priorities, and mutually agreed upon expectations for the concluding year based on the administrator's job description, for each of the following criteria, provide (1) progress made toward his/her goals; (2) most significant accomplishments and unit impact in meeting goals; (3) challenges in meeting goals. If a core criterion does not apply, indicate "not applicable." For each category, also reflect on the particular skills necessary for effective performance and the extent to which the administrator demonstrates these skills and/or needs further development.

Core Criteria:

Leadership

(Activities related to role modeling, mentoring, motivating, leading change and innovation, envisioning, developing competency in others, fostering collaboration and teamwork)

Diversity and Inclusiveness

(Activities related to hiring, educating and training, creating a conducive climate, and monitoring/addressing issues necessary for the development and maintenance of a diverse and inclusive community)

Fiscal Resource Management

(Activities related to revenue enhancement, fund-raising, budget management, cost cutting, and resource allocation)

Human Resource Management

(Activities related to recruitment, hiring, work assignment, performance management and improvement, employee development, conflict management)

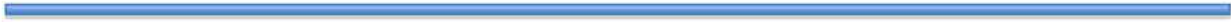
Additional Job-specific Criteria:

Includes categories of job-relevant activities that do not fit into the above 4 core criteria categories that have been mutually identified by you and your administrator at the beginning of the year. Possible categories could include aspects such as Curriculum/Program Development, External/Community Outreach, Student Experience/Retention, etc.

Specific and constructive suggestions for performance improvement:



Suggested professional development needs and/or opportunities to pursue:



Does this review suggest the need for possible modifications of current job description? If so, how?

Supervisor's Signature

Date