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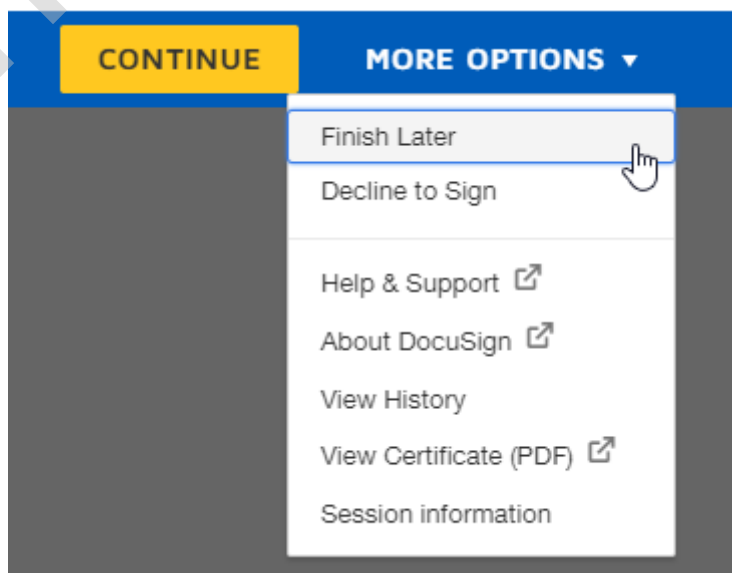
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Appendix D
APA Annual Performance Narrative

Administrator: _____

Title: _____

Department: _____

**Administrative
Area Supervisor:** _____

Evaluation Date: _____

Due to Chief Administrative Officer on or about January 1st

Job Description Review: ☐ Yes ☐ No

After review, proposed changes to the job description shall follow the process outlined in Article III.A

**Annual Self-Report(s)
Received from Administrator:**

- ☐ November 1st
☐ Provisional Evaluation
☐ Promotional Evaluation

Self-Report is due yearly on November 1st unless a provisional or promotional evaluation is needed.

Administrative area supervisors are encouraged to meet with the administrator to discuss overall performance throughout the year. It is extremely valuable for supervisors to evaluate the performance of the administrator. The evaluation of performance enhances the effectiveness of the administrator in making a contribution toward advancing the mission of the department, division, and institution. Providing regular feedback to the 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 serves as an opportunity 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.

In the event that the administrator has areas where improvement is needed, the supervisor and the administrator should work together to identify tools, resources, and training that can assist the administrator.

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 administrator 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 seven (7) days 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.

FEEDBACK CATEGORY 1: What were the administrator’s key accomplishments and contributions during this review period?

FEEDBACK CATEGORY 2: How did the administrator demonstrate the professional competencies listed above?

FEEDBACK CATEGORY 3: Are there areas where you believe the administrator could improve their performance? Note any previously discussed areas for improvement and identify resources, tools, and aids that may assist the administrator in addressing these areas.

Overall Performance Rating:
Meets Expectations ☐ Needs Improvement* ☐

** If administrative area supervisor determines the administrator needs improvement, they shall work with the administrator to determine additional tools, resources, and aids which may assist the administrator in addressing those job functions.*

Employee Comment: *Attach document.*

Date

Signature of Administrative Area Supervisor

Date

Signature of Administrator

Date

Signature of Area Vice President or Chief Administrative Officer