

Guidelines for Performance Review Form

The attached performance review form is intended for use with appropriate academic administrators. It is deliberately general so as to be adaptable to various disciplines and contexts.

1. This is an annual process. Performance review forms should be finalized and signed by the middle of August, to be ready for the forthcoming academic year.
2. This is intended to be only part of what should be a continuous process. It is expected that an academic administrator and the person to whom he or she reports should regularly meet and review how the unit is progressing. There should be regular, collegial consultation and collaboration, as appropriate given the size and nature of the unit.
3. Whenever possible, regular feedback and input from other persons, especially in the unit for which the administrator is responsible, should be incorporated into the process.
4. The process of preparing this form is as follows:

First, the administrator to be reviewed prepares a narrative statement reviewing the progress of the unit and his/her performance as administrator. Exhibits may be attached if desired. That statement should (a) comment specifically on the accomplishment of goals set previously, and (b) suggest goals for the coming year.

Second, the person to whom the administrator reports prepares a written response. This response should include an evaluation of the administrator's performance. The administrator being evaluated should be allowed an opportunity to provide appropriate input on any evaluation.

Third, the two persons should meet to discuss and agree on goals for the coming year, which will then be added to the form, after which both persons should sign the form.