



## Academic Administrators Performance Review Form

Academic Administrators include Associate and Assistant Provosts, Associate Vice Presidents who hold faculty appointments, Deans, Associate Deans, Assistant Deans not primarily associated with support of student services, Academic Directors, Department/Division Heads, Department Chairpersons, Associate Department Chairpersons, and Ombudspersons.

**Please note:** Download and save this PDF to your computer. Open in [Adobe Reader](#). If you hover your mouse over a field while completing this form, an instructional prompt will appear. To enable this form to print all narrative text, text boxes are a fixed size. They will not expand as you type, however the text size will shrink to accommodate the space. If additional space is needed, please feel free to continue your thoughts on a Word document and save as a PDF.

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 March 31, 2021, 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. That statement should (a) comment specifically on the accomplishment of goals set previously, and (b) suggest goals for the coming year. Exhibits and additional narrative statement descriptions may be attached if desired. 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.  
Fourth, supervisor sends completed assessment to their [HR Consultant](#) to request upload into employee's file in Application Xtender. **Save file name as "Employee's Department Name, S/C/D Name, Employee's Last Name, First Name"**.

**Please note:** To sign the form click the signature box. Adobe will walk users through setting up a digital signature. [For more help setting up a digital signature, click here.](#) Save the document after signing.



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**Review Period:** Jan. 2020 – Dec. 2020      **Due Date:** March 31, 2021      **Completion Date:**

### **Employee Information**

Employee Name:

Banner ID:

School/College/Division:

Department:

Official WSU Job Title:

Supervisor Name:

### **Self-Evaluation Narrative:**

The self-evaluative narrative should address accomplishments during the concluding year and goals for next year. Exhibits may be attached if desired. It may be helpful to begin by highlighting the goals you sought to attain as context. An optional space has been provided for this below.

### **Goals (Optional, For Context):**

**Accomplishments:**

**Supervisor's Comments:**

**Signatures**

Supervisor Signature

Date

Employee Signature

Date

Supervisor sends completed assessment to their [HR Consultant](#) to request upload into employee's file in Application Xtender. **Save file name as "Employee's Department Name, S/C/D Name, Employee's Last Name, First Name"**.