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**Period of Review: January – December, XXX**

**Annual Performance Self Evaluation Form** – fordirect reports to the Provost and Executive Vice President – limit to 3 pages, not inclusive of Provost’s section.

|  |  |  |
| --- | --- | --- |
| **YOUR NAME** | **POSITION TITLE** | **FACULTY RANK/Tenure Department(IF APPLICABLE)** |

**SELF ASSESSMENT**

Please indicate notable accomplishments and challenges. This will be used for a point of discussion and planning development, rather than a comprehensive biography of the year. Limit to 3 total pages.

1. **Primary Activities/Responsibilities; please list 3-5**

XX

1. **Specific Accomplishments (personal and unit); please list your top 3-5**

XX

1. **Please describe staffing, resources (financial, facilities, etc.) interactions with other units that enable or hinder you in doing your job effectively:**

XX

1. **Goal setting for 2015-16: Top 3-5, highest priority and impact**

XX

1. **Personal Development**

XX

***Below this line is for Provost & Executive Vice President’s Office Use Only***

|  |  |  |
| --- | --- | --- |
| **Rating Key (Faculty Rank)** | **Rating Key (Without Faculty Rank)** | **President’s Score** |
| 5 = Exceptional performance  4 = Above Expectations  3 = Meets Expectations  2 = Below Expectations  1 = Unacceptable Performance | 4 = Outstanding  3 = Exceeds Requirements  2 = Meets Requirements  1 = Needs Improvement  0 = Unsatisfactory |  |

**Summary input/actions from upward feedback:**

XX

**Overall Summary by Provost & EVP)**

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**Overall Goals Provost & EVP**

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