**Senior Administrator Periodic Review Portfolio Template**

**Period of Review: Year \_\_\_\_ thru Year \_\_\_\_**

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| **NAME:** |  | **V#:** |  |
| **POSITON:** |  | **COLLEGE/UNIT:** |  |

*This information is intended to help guide the committee in their work of the process and is not anticipated to be shared past the committee. This information is not part of a confidential personnel record.*

**ORGANIZATIONAL CHART OF YOUR ADMINISTRATIVE UNIT:** *In the space below, paste or create the overall organizational chart of your unit including relationships of advisory boards and/or constituent groups that are important to include in this review process.*

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**BRIEF SUMMARY OF ORGANIZATIONAL RELATIONSHIPS ABOVE:** *Briefly summarize the relationship of units and/or groups identified above and provide general information on their role, function, and interaction with and/or within your administrative unit.*

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**LIST OF CONSTITUENTS AND CONTACT INFORMATION:** *Please list all relevant individuals and/or groups that should be involved in providing feedback for this review. Do not include individuals who are employed by your unit and/or who can be contacted by use of a distribution list or list serve. DO provide the name of the contact person to facilitate the communication for using the distribution list or list serve. Include names, titles/affiliations, email address, phone number, and the name of the distribution list or list serve that could be used.*

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **Affiliation or Organization** | **Email** | **Phone** | **Name of distribution list or list serve to use** |
|  |  |  |  |  |  |

**CONTEXTUAL STATEMENT:** *(limited to 1 page) this page of information may be distributed broadly by the review committee in order to provide context for the individuals or groups participating in the review process. A contextual statement provides the committee with a brief overview of the period of time under review, the environment in which the work was completed and major accomplishments and challenges.*

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**SUMMARY OF ADMINISTRATIVE ACHIEVEMENTS:** *(limited to 6 pages) this information is part of a confidential personnel record and will not be broadly shared past the review committee and appropriate reviewers. The information provided represents achievements and highlights the accomplishments in each of the areas below over the course of the review period.*

## Teaching and Learning---Enable student success in a rapidly changing world through transformed teaching and learning.

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1. **Scholarly and Creative Activities**---Promote excellence in scholarship and creative activity to enhance life today and prepare us for tomorrow.

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1. **Outreach and Engagement**---Meet society’s critical needs by engaging in mutually beneficial partnerships.

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**4. Organization, Culture and Climate**---Be a purposeful, ethical, vibrant and open community.

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**5. Diversity, Human Resources, Citizenship**

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1. **Enhance Revenue**

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1. **Service, Professional Development**

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**REFLECTION STATEMENT:** (limited to 1 page): *this information is part of a confidential personnel record and will not be broadly shared past the review committee and appropriate reviewers. A reflection statement provides the committee with a summary of additional points or clarifications not already addressed in the template.*

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**GOALS FOR THE UPCOMING YEAR:**

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**ATTACH YOUR CURRENT UNIVERSITY OF IDAHO STANDARD CURRICULUM VITAE**