Appendix C
APA Bi-Annual Report to Administrative Area Supervisor

Administrator: _____

Title: _____

Department: _____

**Administrative
Area Supervisor:** _____

Report Due:
November 1st
April 1st
Provisional Evaluation
Promotional Evaluation

This report is intended to provide an overview of the work performed during the time period identified above. Work should be consistent with the core job responsibilities of the administrator and aligned with the strategic goals of the administrator's department and division, as well as the institution. The report should note accomplishments, successes, and/or challenges; provide status updates on current projects, review completed projects, or identify upcoming projects; and report on professional development attended. This report also provides the opportunity to recommend process improvements, efficiencies, or other suggestions to improve student experiences and to achieve strategic goals. Managers and administrators are encouraged to meet and communicate regularly regarding the items noted below.

Accomplishments/successes during this reporting period:

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Challenges during this reporting period:

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Project update, planning, or review during this reporting period:

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Professional development activities – seminars, lunch & learns, lectures, etc. – attended during this reporting period (optional):

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Process improvements, efficiencies, or suggestions:

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Meeting Notes (if applicable):

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_____   _____
Date Submitted   *Signature of Administrator*

_____   _____
Date Received   *Administrative Area Supervisor*

c: Official Personnel file