**Appendix C**

**APA Bi-Annual Report to Administrative Area Supervisor** (Employee)

Report Due Date:

 November 1

 April 1

 Provisional Evaluation

 Promotional Evaluation

Administrator:

Title:

Department:

Administrative

Area Supervisor:

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 regular regarding the items noted below.

***Accomplishments/Successes during this reporting period:***

***Challenges during this reporting period:***

***Project updates, planning, or review this reporting period:***

***Professional development activities – Seminars, lunch & Learns, lectures, etc. – attended during this reporting period (optional):***

***Process improvements, efficiencies, or suggestions:***

***Meeting notes (if applicable):***

***Date Submitted Signature of Administrator***

***Date Received Administrative Area Supervisor***

c: Official Personnel File