## Administrator Performance Criteria SAMPLE

[Date]

[Administrator’s Name]

[Administrator’s Title]

[Department/Division]

Dear [Administrator’s Name],

Below is the format and criteria for evaluating the performance of administrators. The next review period runs from [MONTH 20XX] through [MONTH 20XX]. The evaluation process will also include accomplishments to goals that we establish at the commencement of the review period, and I will also consider [INSERT ADDITIONAL INFORMATION, IF ANY THAT YOU WILL USE FOR THE EVALUATION] in my assessment of your performance.

Please prepare a draft of [FY20XX] major unit goals, with objectives and deadlines included, by [DATE], for our discussion purposes. We will discuss and finalize these goals by [MONTH/DAY/YEAR].

In approximately [MONTH] of next year, I will ask you for your self-assessment related to the goals established and the criteria listed below. Please let me know if you have any questions. Additional information about this process is located on the [Human Resources website](https://in.nau.edu/human-resources/nau-performance-appraisals-for-administrators/).

1. *The degree to which achievement of programs and departmental goals were attained as compared to the goals established at the beginning of the review period.* [List other major accomplishments and special focus activities that contributed to the success of the unit.]
2. *The degree to which the administrator performs their role and demonstrates a commitment to the mission of the university, division and work unit.* How do they demonstrate personal and professional accountability in alignment with [NAU Values](https://nau.edu/president/about/mission-and-vision/) (such as integrity and civility) for their own work, words, and actions? Note whether they set similar expectations for those they supervise. How effectively do they [lead by example](https://in.nau.edu/Human-Resources/Leading-by-Example/) and hold themselves to the same job behaviors/standards required of those they supervise?
3. *The degree to which the administrator supports* ***educational excellence and access, student success, and achieves multicultural understanding as a priority for NAU****.* Address the effectiveness with which they make [efforts to enhance diversity, access and equity obligations](http://in.nau.edu/Human-Resources/Administrators-Criteria-for-Diversity-Access-and-Equity/), and provide an inclusive learning and working environment.
4. *The degree to which the administrator demonstrates leadership effectiveness by establishing and maintaining professional, productive, and collaborative working relationships, and the contributions they make to the university community (internal and external, as applicable)*. Address how effectively they provide development opportunities and support for their employees and foster a respectful, effective, and trusting work environment.
5. *Special achievements of the administrator.* Note achievements not addressed in the goals.
6. *The degree to which they effectively manage university resources, including budget, staff, facilities, etc.* Evaluate how they manage and monitor compliance and uphold the policies and procedures that serve in the best interest of the university and its members.
7. *The degree to which they effectively plan for and anticipate events, manage crises, establish contingencies, and react to important priorities*. Employs a positive approach to change and improvements.
8. *The degree to which the administrator and their staff demonstrate a commitment to service, including teaching and research (if applicable), serving students, colleagues, employees and other customers*.
9. *The degree to which the administrator achieved professional development goals or made progress on areas needing improvement*.

Sincerely,

[Name]

Vice President for [XXXXXXXX]

2 Enclosures: [The administrator being evaluated will submit the following documents by the deadline. The evaluating supervisor will use the same criteria to evaluate the administrator being reviewed and complete a final version of the performance evaluation.]

1. 20XX-XX Accomplishments to Goals (past year’s accomplishments)
2. Self-Assessment (using the criteria listed above)

Note: The supervisor shall ensure that a performance discussion occurs and that a final copy of the evaluation memo is signed and dated by the supervisor and the administrator being reviewed.