**Virginia Tech**

**Administrative and Professional Faculty**

**Performance Planning and Evaluation Template**

**(Short Form)**

This Performance Planning and Evaluation Template is used to establish and evaluate annual goals, major job responsibilities, and focus areas for Administrative and Professional Faculty members in consultation with their supervisors, in compliance with the requirements set forth in Virginia Tech’s Faculty Handbook, Section 7.3.

The template is designed to offer flexibility and may be easily tailored to the needs of different administrative units and to the individual faculty member being evaluated. For example, faculty members and their supervisors should revise the template, adding and deleting goals as appropriate for the individual and to meet the department’s needs.

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| **EMPLOYEE INFORMATION** | |
| **Administrative and Professional Faculty member’s name:** |  |
| **Title:** |  |
| **Department:** |  |
| **Supervisor name:** |  |
| **Supervisor title:** |  |
| **Review period:** |  |
| **Brief overview of position**    (based on job description) |  |

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| **SECTION 1 – PROGRESS TOWARD GOALS** | |
| Add or delete individual’s goals as needed, based on previous year’s performance plan | |
| **Goal #1** | |
| **List goal from prior year activity report** |  |
| **Describe progress toward goal** |  |
| **Goal #2** | |
| **List goal from prior year activity report** |  |
| **Describe progress toward goal** |  |
| **Goal #3** | |
| **List goal from prior year activity report** |  |
| **Describe progress toward goal** |  |
| **Goal #4** | |
| **List goal from prior year activity report** |  |
| **Describe progress toward goal** |  |

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| **SECTION 2 – PROGRESS OR CONTRIBUTIONS TOWARDS UNIVERSITY/DEPARTMENT/PROGRAMS/INITIATIVES** | |
| Examples include, but are not limited to:   * Strategic direction of program/area/department * Supervision/leadership/teamwork * University service * Professional development * Diversity initiatives | |
| **Area/Description** | **Progress or Contributions** |
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| **SECTION 3 – OVERALL EVALUATION OF PERFORMANCE** | |
| **Supervisor’s comments** |  |
| **Administrative and Professional Faculty** **member’s comments** |  |

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| **GOALS FOR NEXT YEAR** | |
| Suggested areas might include, but are not limited to:   * Teaching activities * Administrative activities * Research * Scholarship * Outreach * Service * Diversity * International | |
| **Area/Description** | **Desired Progress or Contributions** |
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| **APPROVALS** | | |
| I have met with my supervisor to review and discuss my performance evaluation  and my goals for the coming year, as documented on this form. | | |
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| **Administrative and Professional Faculty Member’s Signature** |  | **Date** |
|  |  |  |
| **Supervisor’s Signature** |  | **Date** |

*After this form has been completed and approved, the original should be filed in the* Administrative and Professional Faculty *member’s department personnel file and a copy provided to the faculty member.*