



## **XAVIER UNIVERSITY OF LOUISIANA ADMINISTRATIVE STAFF INDIVIDUAL REVIEW**

**SACS Comprehensive Standard 3.2.10 the institution evaluates the effectiveness of its administrators on a periodic basis.**

*Name of Administrative Staff:* \_\_\_\_\_

*Administrative Title:* \_\_\_\_\_

*Department:* \_\_\_\_\_

*Name of Supervisor:* \_\_\_\_\_

*Title of Supervisor:* \_\_\_\_\_

*Length of time in Position:* \_\_\_\_\_

*Evaluative Review Period*       *Annual Review Period*

### **Achievement Plan**

***OUTCOMES TO BE ACHIEVED DURING THE REVIEW PERIOD (AGREED TO BY EMPLOYEE AND VICE PRESIDENT)***


**List Development and Improvement opportunities (Training, Conferences, ETC.), Knowledge and Skills required to achieve goals and outcomes.:**

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***EFFECTIVENESS ASSESSMENT Annual***

**Employee's Self-Assessment:**

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***(SUPERVISOR'S ASSESSMENT)***

***President, Provost and Senior VP, AA:***

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***ACKNOWLEDGEMENTS***

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***Administrative Staff Signature:***

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***Date:***

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***President, Provost and Senior VP, AA Signature:***

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***Date:***