Appendix C APA Bi-Annual Report to Administrative Area Supervisor

Administrator:	Report Due:
·	November 1 st
Title:	April 1 st
Department:	Provisional Evaluation
Administrative	Promotional Evaluation
Area Supervisor:	
This report is intended to provide an overview of the work Work should be consistent with the core job responsibilitie goals of the administrator's department and division, as we accomplishments, successes, and/or challenges; provide staprojects, or identify upcoming projects; and report on profest provides the opportunity to recommend process improvem student experiences and to achieve strategic goals. Manage communicate regularly regarding the items noted below. **Accomplishments/successes during this reporting period** **Accomplishments/successes during this reporting period**	es of the administrator and aligned with the strategic ell as the institution. The report should note atus updates on current projects, review completed essional development attended. This report also nents, efficiencies, or other suggestions to improve ers and administrators are encouraged to meet and
Challenges during this reporting period:	
Project update, planning, or review during this reporting	g period:

rofessional development activiti eriod (optional):	
ocess improvements, efficiencie	ggestions:
eeting Notes (if applicable):	
ate Submitted	Signature of Administrator
nte Received	Administrative Area Supervisor

Official Personnel file

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