



**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.

Employee's Name: _____

Position Title: _____

Department: _____

Name of Senior Vice President/Vice President: _____

Title: _____

Review Period: _____

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

List Resources (Training, Conferences, ETC.), Knowledge and Skills required to achieve desired outcomes.:

EFFECTIVENESS ASSESSMENT Annual)

Employee's Assessment:

EFFECTIVENESS ASSESSMENT Annual)

Senior Vice President/Vice President Assessment:

ACKNOWLEDGEMENTS

Employee's Signature:

Date:

Senior Vice President/Vice President's Signature:

Date: