

## Administrative and Professional Faculty

# ANNUAL OBJECTIVES & MID-YEAR FEEDBACK INSTRUMENT

*The intent of Annual Objectives is to identify and establish priorities that represent an extension of performance expectations (VCCS Policy: 3.6.1.4.b.)*

<b>Name of Faculty Member:</b>	<b>Position #:</b>	<b>Title:</b>	<b>Date:</b>
<b>Faculty Designation (select all that apply):</b> <input type="checkbox"/> First Year <input type="checkbox"/> Administrative <input type="checkbox"/> Professional		<b>Faculty Rank:</b>	
<b>Status:</b> <input type="checkbox"/> One-year appointment <input type="checkbox"/> Multi-year appointment		<b>Evaluation Period:</b> _____ to _____ (Date objectives established)      (Date of Review)	

**Instructions:** This form documents both the establishment of the Annual Objectives, as well as the mid-year review feedback progress review. Be sure to list out specific objectives and identify appropriate complete dates, adding additional objectives as necessary. The Review section should be completed at a mid-point to allow for a discussion of progress updates towards completion or changes of stated objectives.

Annual Objectives	Target Completion Date
<b>Objective #1</b> (VCCS Policy 3.6.1.4.b.):	
<b>Objective #2</b> (VCCS Policy 3.6.1.4.b.):	
<b>Objective #3</b> (VCCS Policy 3.6.1.4.b.):	
<b>Objective #4</b> (VCCS Policy 3.6.1.4.b.):	
<b>Objective #5</b> (VCCS Policy 3.6.1.4.b.):	

**Signature indicates all parties have discussed the Annual Objectives**

<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature</b>	<b>Date</b>

### Annual Objectives and Mid-Year Feedback Review

	Not Started	Progressing as expected	NOT Progressing as expected	Stop	Requires Change	Met
Objective #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS/EXPLANATIONS/FEEDBACK or REQUIRED ACTIONS:**

**NEW OR ADJUSTED OBJECTIVE(S), AS NEEDED:**

Supporting documentation attached

**Signature indicates all parties have discussed the Annual Objectives and Mid-Year Feedback Review**

<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature</b>	<b>Date</b>