**Academic Advancement**

**Supervisor Letter of Evaluation**

|  |  |
| --- | --- |
| Year | Click or tap here to enter text. |
| Supervisor Type *(check)* | [ ]  Primary/Immediate [ ]  Secondary (Statewide Program Leader) |
| Supervisor Name | Click or tap here to enter text. |
| Supervisor Title  | Click or tap here to enter text. |
|  |
| Academic Name | Click or tap here to enter text. |
| Academic Title | Click or tap here to enter text. |
| Percent of Time (% FTE) | Click or tap here to enter text. |
| Location/Headquarters | Click or tap here to enter text. |
| Review Type*(check all that apply)* | [ ]  Merit[ ]  Promotion[ ]  13/24 Month Option[ ]  Concurrent with Term Review for Indefinite Status |
| Rate of Progression | [ ]  Normal *(regular)*[ ]  Acceleration |
| Current Rank and Step:  | Click or tap here to enter text. |
| Requested Rank and Step: | Click or tap here to enter text. |
| **Supervisor Recommendation** |
| Recommendation: *(check)* | [ ]  Recommends the requested action. [ ]  Does not recommend the requested action. |
| **Assessment and Appraisal** |
| ***[Delete the italicized text]*** *Provide an objective appraisal of the performance, achievements, outcomes, and impacts realized by the academic as required in the advancement criteria for rank and step. Focus critique and negative review within a mentoring framework. Suggest or recommend how the academic might improve deficiencies.** *Review expectations for rank & step in* [*eBook*](https://ucanr.edu/sites/anrstaff/files/360690.pdf) *& position description*
* *Review previous AVP and PRC/ad-hoc comments*
* *Importance is on a quality of review, not length. Do not provide a summary of the dossier, but rather an evaluation of achievements.*
* *Other topics to address: How does the academic’s program move towards achieving impact over time? Evidence that the academic’s efforts are aligned with clientele needs and ANR’s articulated* [*public value statements and condition changes*](https://ucanr.edu/sites/anrstaff/2016-2020_Strategic_Plan/Goal_5__Prioritize_programs_and_services/Public_values_statement/)*.*

**Performance criteria for academics.***Not all categories apply to all titles (see* [*eBook*](https://ucanr.edu/sites/anrstaff/files/360690.pdf)*).**Provide a written assessment and a rating for each category (if applicable).*Click or tap here to enter text.**(i) Extending knowledge and information:** [ ] deficient of expected performance / [ ] meets expected performance / [ ] demonstrates exemplary effort beyond expected performanceClick or tap here to enter text.**(ii) Applied research and creative activity:** [ ] deficient of expected performance / [ ] meets expected performance / [ ] demonstrates exemplary effort beyond expected performanceClick or tap here to enter text.**(iii) Professional competence and activity:** [ ] deficient of expected performance / [ ] meets expected performance / [ ] demonstrates exemplary effort beyond expected performanceClick or tap here to enter text.**(iv) University and public service:** [ ] deficient of expected performance / [ ] meets expected performance / [ ] demonstrates exemplary effort beyond expected performanceClick or tap here to enter text.**Affirmative Action & Equity, Diversity, and Inclusion:** *For affirmative action (AA), review efforts to assure nondiscrimination and equal opportunity including documentation of potential clientele and baseline data and All Reasonable Effort (ARE) methods. For EDI, demonstrate further contributions and activities that strengthen diversity, equity, diversity, and inclusion as well as workplace belonging.*Click or tap here to enter text.*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**For academics with administrative appointments. [****Delete this section if not applicable]*****Performance criteria for administrative appointments (\_\_% administrative assignment)*.*** *See* [*eBook*](https://ucanr.edu/sites/anrstaff/files/360690.pdf) *for expectations. Mark percentage of assigned administrative responsibilities. Provide a written assessment and a rating for each category (if applicable).***(i) Administration of Program:** [ ]  deficient of expected program excellence / [ ]  meets expected program excellence / [ ]  demonstrates exemplary effort beyond expected program excellenceClick or tap here to enter text.**(ii) Leadership:** [ ] deficient of expected performance / [ ] meets expected performance / [ ] demonstrates exemplary effort beyond expected performanceClick or tap here to enter text.**(iii) Budget:** [ ] deficient of expected performance / [ ] meets expected performance / [ ] demonstrates exemplary effort beyond expected performanceClick or tap here to enter text.**(iv) Partnerships and Relationships:** [ ] deficient of expected performance / [ ] meets expected performance / [ ] demonstrates exemplary effort beyond expected performanceClick or tap here to enter text.*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Summary Statement:** Click or tap here to enter text.**Comments for Future Success:***Provide recommendations for future performance to satisfy advancement criteria.*Click or tap here to enter text. |