

Administrative Review

Administrative review is an important opportunity for administrators to reflect on their professional progress and set future goals. This process is designed to ensure thorough documentation of accomplishments and encourage open feedback for ongoing improvement. By participating, faculty administrators gain useful insights into their performance, receive constructive guidance, and strengthen their contributions to the Institute.

Faculty are expected to carefully assemble and submit all necessary materials that showcase their accomplishments. In addition to these materials, faculty must include this submission checklist and statement of completeness. These documents confirm the thoroughness of the submission and facilitate an efficient and transparent review process.

Faculty members should use the submission checklist as a guide to assemble their portfolio of documentation. After compiling the required materials, faculty must complete the statement of completeness as directed. This signed form must accompany the administrative review packet at the time of submission for evaluation.

Submission Checklist

- ✓ Summary of activities and accomplishments
- ✓ List of job duties
- ✓ Self-evaluation
- ✓ Annual performance reviews for last five years
- ✓ Submission checklist with signed statement of completeness

Statement of Completeness

I have reviewed the materials listed in the checklist above. I attest to the completeness and accuracy of those materials to the best of my knowledge and to the completeness of this administrative review package.

By typing my full name in the field below, I am indicating my signature to this statement.

Name

Date