April 25, 2023

To: Harold Pardue, Dean, Graduate School and Interim Dean, School of Computing
Lorene Flanders, Executive Director, Libraries
Alvin Williams, Interim Dean, Mitchell College of Business
John Kovaleski, Interim Dean, College of Education and Professional Studies
John Usher, Dean, College of Engineering
Heather Hall, Dean, College of Nursing

From: Andrea Moore Kent, Executive Vice President and Provost

Re: 2023 Annual Performance Review

Below is the timeline and process for completing your 2023 annual performance evaluation. Please note that you will not participate in an annual review in the same year you complete a comprehensive review thought you will still complete the report on your annual goals and advancement of the strategic plan (section 2 and 3).

Note: The narrative and required documentation have been modified so that your narrative will satisfy both your annual performance review and your annual assessment report.

April 26-May 10	Provost conducts the survey of faculty/staff in the college/school. A copy of the survey is attached for your information.
By July 31	Provost meets with deans and directors and completes the 2023 annual performance review.

1) Highlight 3-5 accomplishments.

2) List no fewer than three of your 2022-2023 objectives and report on the extent to which you achieved that objective during the 2022-2023 year.

3) For each of the five Strategic Plan Priorities summarize how your college advanced the priority to include specific activities, examples and accomplishments at the department and college levels. We are no longer collecting departmental reports in the Office of Institutional Effectiveness, please be as comprehensive/descriptive as you can to give a IXOO SLFWXUH RI \RXU FROOHJH¶V DFWLYLWLHV Note: Department reports will remain as they student learning outcomes for academic programs.
https://www.southalabama.edu/departments/presidentsoffice/strategicplan/

4) Summarize your survey results to include any valuable insights gained from reviewing the results.

5) Identification of any areas or plans for improvement in personal performance.

6) You are welcome to attach any additional electronic documents (e.g., annual report, letters of recognition, etc.

Section 5. Identify any areas or plans for improvement in personal performance.

Section 6. You are welcome to attach any additional electronic d ocuments (e.g., annual report, letters of recognition, etc.) Please list those additional attachments here, if any.

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