

Sample Annual Performance Letter

January 1, 2024 - December 31, 2024

John Smith

Criteria	Levels & Value
Teaching	4- Position responsibilities exceeded ▾
Service	4- Position responsibilities exceeded ▾
Overall	4- Position responsibilities exceeded ▾

After reviewing John Smith's evaluation portfolio according to the expectations recorded in the Standards of Academe, and in consideration of the PEC's recommendation (attached), my evaluation is as follows:

Through multiple measures of performance, John has demonstrated excellence in teaching and strong academic leadership, aligned with ASU's Mission and Design Aspirations, contributing to academic excellence and accessibility. The evidence suggests that there is a balance between quality, impact-oriented service activities that benefit the college and university, as well as the broader profession and community, which is critical to continue, as these contributions have profound impact. As reflected by the excellent record of accomplishments in teaching and service, which reflect impact, influence and contribution beyond the position's responsibilities, it is my recommendation that this record of achievement be maintained in order to demonstrate sustained achievement and forecast future accomplishments.

I invite all faculty to speak with me about future plans, including and extending beyond reflection from the annual-review process.

Nicole Thompson, Vice Dean & Professor
Division for Advancing Educator Preparation

Date