



Annual Performance Review Form

Cowley College is committed to providing opportunities for learning excellence, personal achievement, and community engagement.

Employee: Title: Supervisor:

Instructions: Before the performance discussion with the employee, a detailed plan to address areas rated “needs improvement” must be submitted to the supervisor and human resources for review. Any rating of “Exceeds Expectations” and “Needs Improvement, must include a written justification with key examples of impact or specific opportunities for improvement. All Annual Performance Reviews should be completed and submitted to Human Resources by **June 30th**. Incomplete forms or vague justifications will be returned.

Evaluation Scale: 3 – Exceeds Expectations (Consistently exceeds standards; positive impact beyond role)
 2 – Meets Expectations (Fully meets standards and job expectations)
 1 – Needs Improvement (Frequently fails to meet standards; inconsistent performance)

PEOPLE We value people and create a supportive, team-oriented, student-focused environment.				
	3	2	1	JUSTIFICATION
Communicates respectfully and professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collaborates effectively and supports team success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contributes to a positive, inclusive environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates responsiveness to student and colleague needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACCOUNTABILITY We deliver high-quality work and take ownership of results that support student and community success.				
	3	2	1	JUSTIFICATION
Takes ownership and follows through on responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meets deadlines and produces quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates reliability and consistent work ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contributes to student success and departmental goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INTEGRITY We act with honesty, fairness, and professionalism in all we do.				
	3	2	1	JUSTIFICATION
Treats others with fairness and respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ethical behavior and honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains professionalism under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follows policies, procedures, and attendance expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LEADERSHIP We take initiative, support growth, and contribute to the college’s future.				
	3	2	1	JUSTIFICATION
Demonstrates initiative and problem-solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contributes ideas for improvement or innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supports a positive and growth-oriented environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participates in development, committees, or college initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Supervisor Overall Performance Summary

Areas of Improvement (What behavior should change? What skill should be developed? What strengths should be leveraged?)

Professional Development Goals (Operational processes, job-related skills, career growth, trainings, or committees)

1. Professional Development Goal

2. Professional Development Goal

Employee Comments (Key accomplishments this year, biggest challenges, and support needs from supervisor)

Is the employee on a Academic Degree Plan? No Yes (If yes, complete the applicable sections below)

Academic Degree Plan Progress

Expected Completion Date



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Strategic Plan Goal (Select one Strategic Plan Pillar and establish a goal that meaningfully aligns with our strategic priorities below)

2026-2029 Strategic Plan Pillars

ACCESSIBLE (Provide equitable, affordable, and flexible learning opportunities for all)

- Expand affordability and access to aid
- Offer flexible learning formats for adult and working learners
- Improve technology and campus accessibility

SUCCESSFUL (Champion academic achievement and career readiness)

- Implement guided pathways for clear progression and transfer outcomes
- Enhance advising, tutoring, and mental health services
- Build employer partnerships for internships and job placement
- Use data-driven strategies to improve retention and graduation

INVESTED (Strengthen relationships and invest in faculty, staff, and community)

- Develop and retain exceptional employees by fostering a culture of inclusion and shared governance
- Increase alumni, donor and business engagement
- Maintain compliance with all applicable laws, regulations, and standards while implementing sustainable practices that minimize risk, enhance operational efficiency, and support financial stability.

I acknowledge that this performance appraisal was conducted to evaluate my performance in the specified period and to discuss future performance and development plans. Also, my supervisor reviewed a current copy of my job description. I understand I am entitled to receive a copy of my performance appraisal with all the required signatures. I understand that I may attach any comments if I desire. I understand that a copy of this review will be maintained in my personnel file with Human Resources.

- I Agree with this Annual Performance Review
 I Disagree with this Annual Performance Review

Employee Signature

Date

Supervisor Signature

Date

Administrator Signature

Date

05/05/2026