

Key Norms

1. Confidentiality is to be maintained. All communications regarding reviews are considered confidential.
2. Base evaluations upon what is presented only, do not make assumptions.
3. Compare job description vs. results/impacts .
4. APR is based on components of the logic model.
5. Each person starts with a “3” in each category (this means “doing your job”), then assessed up or down based on performance.
6. Comments should match numerical score.
7. Comments should be relevant, concrete and constructive (+/-) to help colleagues strengthen their program.
8. Focus on positives and strengths, offer reinforcing comments about each packet. Provide suggestions for improvement in a positive manner. Each reviewer should provide positive comments and/or constructive comments for each sub-section. Where appropriate, offer ways to make changes—explain how.
9. Implementation and outcomes should be relevant to objectives. Impact(s) should be appropriate for specific program.
10. Consider stage of career - time in rank, or length of service.
11. Recognize difference in culture, geographic area, and ethnic population.
12. Look for evidence of teamwork in entire report.
13. Evidence of scholarship is required under all programs. Type and number of creative and scholarly works should be appropriate to position description and rank.
14. Professional Improvement should be relevant to programming.
15. One half point penalty for over 24,000 characters not including spaces. (PattiB will notify reviewers if APR is over limit)

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