

NAPA VALLEY COLLEGE

OFFICE OF _____

MEMO TO:

FROM:

DATE:

SUBJECT: Administrative/Confidential Evaluation

Part of the administrative/confidential evaluation process involves soliciting feedback from the college community.

You have been identified as a person who works closely with _____, and I wanted to give you an opportunity to reflect on his/her performance. We would welcome your suggestions for improvement or any other comments you want to share. I plan to look carefully at all responses I receive and share them with _____ so we can develop plans that are responsive to your suggestions.

Please return this form to me in a confidential envelope, noting (name) in the corner of the envelope. Responses must be received no later than _____. Thank you for your participation.

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Please **check one**: ☐ faculty ☐ classified ☐ administrative/confidential ☐ student

Areas of Strength:

Areas for Growth:

Other Comments: (Use reverse side if necessary)