How to Report on Annual Performance

Additional Comments (related to performance)

In the Xitracs Portal, the *Annual Targets* and *Annual Performance* fields are in an outline format for entry. However, when a PDF report is produced for the Diversity & Inclusive Excellence Plan, these will be transformed into a more digestible format.

Goal: Unit Goal 1.1

Increase the application rate for teaching improvement grants for all instructor types

Key Performance Indicator
Teaching improvement grants for all instructors

Data Source
Center for Teaching and Learning, Unit Annual Reports

Annual Targets FY21 FY22 FY23 FY24 FY25

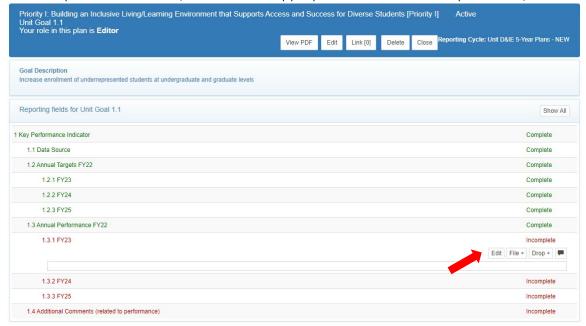
Annual Performance FY21 FY22 FY23 FY24 FY25

Annual Performance FY21 FY22 FY23 FY24 FY25

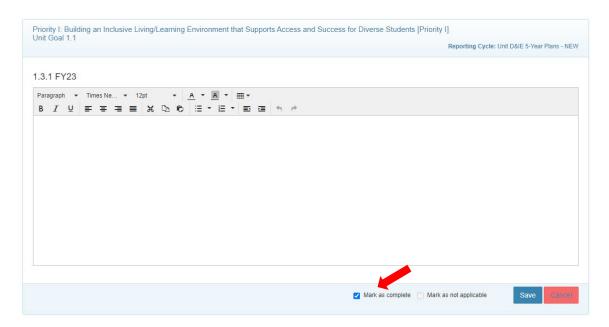
Annual Performance FY21 FY25 FY25 FY25 FY25 FY25 FY25

Each year, units will be expected to enter performance data or information for each KPI into the appropriate fiscal year (FY) field.

To enter annual performance data, select on the appropriate FY field for the specific KPI, and click Edit.



Make sure to check Mark as Complete once the annual information is entered.



Completion of this Annual Performance field is the only annual reporting requirement. If you have additional information or analysis you wish to provide, you can do so by entering it via the *Additional Comments (related to performance)* field at the bottom. Make sure to note which FY you are providing the information for in the text box.