

ANNUAL PERFORMANCE APPRAISAL PROCESS FOR SIPA OFFICERS OF ADMINISTRATION

Process description, instructions and deadlines for 2025-26

Per the Columbia University policy on performance management, “Managers are expected to provide officers of administration and non-union support staff written feedback about their job performance at least once per year. It is recommended that each performance appraisal include a review of the staff member’s assigned responsibilities and an assessment of performance in the job, including strengths, achievements and areas in which development and/or improvement is needed. Staff members are expected to work with their manager to develop a set of measurable and achievable goals that can be worked on over the performance period. Managers are expected to actively engage in providing feedback and coaching based on the staff member and his or her current performance for each goal.”

To assist in the management and review of performance for administrative officers, SIPA uses editable PDFs to capture the following: annual performance goals, progress toward these goals at the mid-year point, revised objectives as needed, an assessment of performance at the end of the fiscal year, and the employee’s response to their supervisor’s review.

The annual performance management process and associated deadlines for 2025-26 include the following four steps:

- Collection of approved annual performance goals; deadline October 17, 2025
- Completion of a mid-year written performance assessment; deadline January 16, 2026
- Submission of a final written assessment at year end; deadline May 22, 2026
- Collection of employee feedback on submitted appraisals

An essential aspect of this process is to provide professional development opportunities for staff. Many online and classroom learning options are available to administrators at Columbia to advance their personal and career growth. They include training in supervision, team-building, conflict management, effective communication, time-management, and Microsoft Office skills, among others. Managers and their direct reports are encouraged to work together to identify appropriate training opportunities and to make them a central component of the employee’s performance goals for the year. Detailed information on Columbia’s learning and development offerings can be found [here](#).

The forms for this year’s performance management cycle can be downloaded for completion and submission from the SIPA website found [here](#). **Since they involve confidential information, all completed and approved forms should be submitted via email directly to Lorena Genao, lg3423@sipa.columbia.edu.**

They will be available per the following schedule:

- Performance Objectives Form—available September 8, 2025 (due October 17, 2025)
- Mid-Year Assessment Form—available December 15, 2025 (due January 16, 2026)
- Final Assessment Form—available April 20, 2026 (due May 22, 2026)
- Employee Feedback Form—employee feedback will be directly solicited by the SIPA HR Office after annual performance assessments have been collected

Please note that completing the forms requires Adobe Professional. **If your computer has been upgraded to Windows 10, you will need to download the forms from the website in order to edit.** If you have participated in SIPA’s performance review process in prior years, Adobe Professional should already be installed on your computer. If it isn’t or you’re unsure if it is, please contact the SIPAIT Help Desk at 212-854-0112 or email sipahelpdesk@sipa.columbia.edu.