

## How to Report on Annual 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.

### Strategic Direction I: Promoting Excellence in Teaching & Learning

<b>Goal: Unit Goal 1.1</b>	UGA 2025 Strategic Plan Linked Goals Strategic Goal 1.2
<b>Increase the application rate for teaching improvement grants for all instructor types</b>	

#### 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
5	5	6	6	7

  

Annual Performance FY21	FY22	FY23	FY24	FY25
example performance data				

Additional Comments (related to performance)

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*.

Priority I: Building an Inclusive Living/Learning Environment that Supports Access and Success for Diverse Students [Priority I] Active

Unit Goal 1.1 Your role in this plan is **Editor**

[View PDF](#)
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Reporting Cycle: Unit D&IE 5-Year Plans - NEW

Goal Description

Increase enrollment of underrepresented students at undergraduate and graduate levels

Reporting fields for Unit Goal 1.1 Show All

1 Key Performance Indicator	Complete
1.1 Data Source	Complete
1.2 Annual Targets FY22	Complete
1.2.1 FY23	Complete
1.2.2 FY24	Complete
1.2.3 FY25	Complete
1.3 Annual Performance FY22	Complete
1.3.1 FY23	Incomplete
<input style="width: 90%;" type="text"/> <div style="text-align: right; font-size: x-small;"> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px;">Edit</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px;">File +</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px;">Drop +</a> </div>	Incomplete
1.3.2 FY24	Incomplete
1.3.3 FY25	Incomplete
1.4 Additional Comments (related to performance)	Incomplete

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

The screenshot shows a web-based reporting interface. At the top, it displays 'Priority I: Building an Inclusive Living/Learning Environment that Supports Access and Success for Diverse Students [Priority I]' and 'Unit Goal 1.1'. On the right side, it indicates 'Reporting Cycle: Unit D&IE 5-Year Plans - NEW'. Below this, the section is titled '1.3.1 FY23'. A rich text editor is present, with a toolbar showing options for Paragraph, Times New Roman font, 12pt size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and undo/redo. The text area is currently empty. At the bottom of the form, there are two radio buttons: 'Mark as complete' (which is selected) and 'Mark as not applicable'. To the right of these are 'Save' and 'Cancel' buttons. A red arrow points to the 'Mark as complete' checkbox.

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.