

**Title/Topic:** Performance Evaluations

**Number:** 35.05

**Functional Classification:** Faculty & Staff Employment

**Monitoring Unit:**

**Initially Issued:**

**Last Revised:** April 1, 2016

**Last Reviewed:** April 1, 2016

## **PERFORMANCE EVALUATION OF ADMINISTRATIVE, PROFESSIONAL AND OTHER ACADEMIC STAFF**

### **PURPOSE**

To maintain a system for the performance management of administrative, professional and other academic staff. The performance management system includes the appropriate process for evaluating staff and provides a formal evaluation form.

### **GENERAL POLICY**

The campus performance management system represents a continuous process of planning, communication, evaluation, development, and recognition and reward between the employee and the supervisor within the department. The annual evaluation provides an opportunity to formally review each employee as part of the performance management system. The evaluation represents an agreement between the employee and supervisor of the critical functions which must be performed and how well the employee is meeting expectations.

The evaluation is an important tool which can be used to assist management in making a wide range of employment decisions (e.g. promotion, reassignment). Although there is no direct link between the evaluation and salary, the results can be considered in making decisions on salary. The evaluation becomes a part of the employee's permanent personnel file.

Supervisors conducting the rating must strive to provide a fair and accurate representation of the employee's performance. Supervisors are evaluated, in part, based on how well they manage the performance of their subordinates.

**Policy Coverage.** Staff include all employees covered by PS-20 including "unclassified employees and other academic employees (e.g. associates). Employees with faculty rank are excluded and should be evaluated as part of PS-36. No evaluation is required for employees with less than one year of service, gratis appointments or part-time employees.

**Frequency of Evaluation.** An annual evaluation of the performance of administrative, professional and other academic staff must be conducted. This does not preclude more

frequent evaluation (e.g. semester basis or at mid year). The annual evaluation cycle will coincide with the fiscal year which begins on July 1st.

**Evaluation Form.** An evaluation form is attached which can be used to evaluate staff. A supplemental form is provided for departments who wish to establish and evaluate performance objectives. It is permissible for a department to use an alternate evaluation form. However, approval to use an alternate form should be obtained from the respective Dean/Director and Vice President. HRM will also review alternate forms for compliance with university policy and relevant federal and state laws.

**Evaluation Review Process.**

1. The Office of Human Resource Management will send out reminders about evaluations in June of each year. Supervisors should conduct evaluations during the period from July through mid-August. Forms are due by August 15th.
2. The annual evaluation form will be completed and signed by the employee's supervisor.
3. Results of the evaluation should be discussed with each employee in a private conference by the supervisor. The employee should sign the evaluation form and be provided with a copy of the form.
4. If the employee disagrees with a particular rating, a written comment, or the overall rating, then the employee may prepare a written response. The written response to the evaluation will be included with the performance evaluation in the employee's official personnel record.
5. The completed evaluation form will be forwarded to the next higher level supervisor for review (i.e. Reviewing Authority on the form) and then forwarded to the Office of Human Resource Management to be filed in the employee's official personnel record.

Note: Forms may be obtained from printed version of this PS or additional copies of the evaluation form can be obtained from the Office of Human Resource Management, 110 T. Boyd Hall. HRM has prepared materials on Performance Management and can conduct supervisory training for supervisors. Call (504) 388-8200 for assistance.