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POLICY STATEMENT 09 PERFORMANCE EVALUATION OF PROFESSIONAL AND ADMINISTRATIVE PERSONNEL

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POLICY DIGEST

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Primary Monitoring Unit: Human Resources
Secondary Monitoring Unit: Chancellor's Office
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I. PURPOSE

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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.

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II. GENERAL POLICY

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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.

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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 part of the employee's permanent personnel file.

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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 the subordinates.

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III. POLICY COVERAGE

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Employees covered under this policy include classified, unclassified, and other academic employees (e.g. associates). Employees with faculty rank who do not concurrently hold an administrative appointment are excluded and should be evaluated as part of PS-12. No evaluation is required for employees with gratis appointments or part-time employees.

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IV. FREQUENCY OF EVALUATION

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An annual evaluation of the performance of administrative, professional, and other academic staff

39 must be conducted. This does not preclude more frequent evaluation (e.g. semester basis or at
40 mid-year). The annual evaluation cycle will coincide with the fiscal year, which begins on July 1st.

41 **V. EVALUATION FORM**

42 A formal evaluation form is provided by the Office of Human Resource Management. However,
43 it is permissible for a department to use an alternative evaluation form. Approval to use an
44 alternate form should be obtained from the respective Vice Chancellor. HRM will also review
45 alternate forms for compliance with university policy and relevant federal and state laws.

46 **VI. EVALUATION PROCEDURE**

47 The focus of evaluation will be on performance improvement, using each criterion as a standard
48 with which to examine performance and to identify strengths and weaknesses. An important part
49 of the system will be to establish goals for the employee. The procedure is as follows:

- 50 A. On an annual basis, each professional and administrative employee will be evaluated by
51 the person's immediate supervisor. The completed evaluation form will be forwarded to
52 the next higher authority for review and comment.
- 53 B. Results of the evaluation are to be presented to each employee in a private conference
54 by the supervisor and a discussion held on its contents. Supervisors must provide a
55 copy of the signed evaluation to the person being evaluated.
- 56 C. Should the employee disagree with the results of the evaluation, then the employee is
57 invited to prepare a written response. The written response to the evaluation will be
58 included with the performance evaluation in the employee's official personnel record.
- 59 D. All persons holding professional appointments, including those who hold concurrent
60 administrative and faculty appointments, such as academic deans, will be included in the
61 evaluation process for those segments of their duties which are associated with
62 administrative appointments. Evaluation forms will be completed and processed
63 annually.
- 64 E. The completed evaluation form on each employee will be forwarded to the Office of
65 Human Resource Management to be filed in the employee's official personnel record.