

PERFORMANCE EVALUATION OF ADMINISTRATIVE STAFF

1. Evaluation of Administrative Performance for Individuals on Annual Appointments and Continuing Appointments

An evaluation of administrative performance for individuals with annual or continuing appointments shall be prepared by the immediate supervisor no later than August 1.

These annual evaluations shall consider at least: program development, personnel management, affirmative action and cultural diversity enhancement, budget management, constituent relations, and overall performance.

2. Administrative Performance Appraisal Process for Individuals with Continuing Appointments

A. Administrators with continuing appointments will be evaluated annually by August 1. At least every three years, the supervisor will utilize the Administrative Performance Appraisal Instrument. Feedback will be collected.

B. The *employee* is the individual whose performance is to be reviewed. The *supervisor* is the individual who directly supervises the employee and assumes responsibility for conducting the performance review. The *respondent* provides feedback to the supervisor about the performance of the employee.

C. The employee and supervisor jointly agree on goals and objectives and their relative importance for the performance period.

Employee and supervisor agree on the respondents who will provide feedback in this performance period.

Employee and supervisor agree on supporting materials to be utilized in the process. At a minimum, core items on the Administrative Performance Appraisal instrument will be used. Copies of this instrument are available in the President's Office.

D. The supervisor will ensure that anonymity and confidentiality of respondent feedback be maintained throughout the process.

E. The respondent will sign feedback to be collected by the supervisor. Unsigned feedback will not be used in the process.

F. The supervisor and the employee will discuss the multiple-source feedback and supporting materials prior to the preparation of the written performance appraisal.

G. By August 1, the supervisor will provide a written performance appraisal to the employee which will become a part of the University personnel file.

H. The supervisor and the employee will use the written evaluation in the development of the mutually agreed-upon goals and objectives for the next performance appraisal period.

3. Distribution of Evaluation

Evaluations shall be in writing with a copy sent to the individual evaluated. Copies of the evaluation shall also be supplied to the appropriate dean or director and vice president or President, with a copy placed in the employee's official personnel file.

Approved:
President
May 26, 2004

Monitor: President