

## GUIDELINES FOR SUOAF PERFORMANCE EVALUATIONS

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### ***Purpose of Guidelines:***

To provide managers consistent guidelines on how to prepare and communicate performance evaluations, to provide information on the uses and impact of performance evaluations and to advise managers on how evaluations can serve as an important career development tool.

### ***Purpose of Evaluations:***

- To identify an employee's job performance which includes strengths and/or weaknesses on a continuing basis
- To assist the employee in delivering quality professional service to the University.
- To identify goals and objectives and develop opportunities for career growth.
- Document employee performance for such purposes as merit or remedial corrective actions.

### ***Contractual Requirements:***

In accordance with Article 19 of the Collective Bargaining Agreement:

All administrative faculty members shall be evaluated each year on or before March 1. Such evaluations will not be submitted until a member has completed at least three (3) months of service. When appropriate, evaluations of term appointed members shall include a recommendation on renewal or continuing appointment.

Prior to issuing an evaluation to a bargaining unit member, Management shall review the completed signed evaluation and have an opportunity to add comment prior to the member's review. Following this, Management will sign the evaluation and return it to the immediate supervisor who will then discuss matters pertaining to it with the member.

The evaluation shall be in writing and the complete document shall be reviewed and discussed by the employee and his/her supervisor prior to signature by the employee.

The evaluation must be signed by the evaluator and by the member. Such signature by the latter does not constitute agreement with the contents of the evaluation.

Upon completion of review and acknowledgement, a final copy of the evaluation shall be remitted to the member and forwarded to the Human Resources department for placement in the employee's personnel file.

**Roles/Responsibilities:**

<b>Employee</b>	<ul style="list-style-type: none"><li>• Participate in annual goals and objectives set.</li><li>• Clarify as needed, priorities, standards, measurements.</li><li>• Advise manager of roadblocks to achievement of goals and objectives.</li><li>• Identify career growth interests and self-assess development needs.</li><li>• Provide feedback and comments on both goals and assessments.</li></ul>
<b>Manager</b>	<ul style="list-style-type: none"><li>• Review job description, job requirements with employee and provide any job training as necessary.</li><li>• Develop goals and objectives and meet with employee at the beginning of each evaluation period.</li><li>• Provide periodic and timely assessment to employee on performance on an ongoing basis.</li><li>• Consult with appropriate individuals regarding a member's performance.<ol style="list-style-type: none"><li>1) In accordance with Article 19.3.1, managers may consult with other individuals regarding a member's performance.</li><li>2) In accordance with Article 19.3.1, prior to issuing an evaluation, a manager shall discuss with his/her supervisor/Vice President, matters pertaining to the evaluation.</li></ol></li></ul> <p>Manager should consult with Human Resources if the employee's performance is unsatisfactory for an extended period during the performance year.</p>
<b>Vice President</b>	<ul style="list-style-type: none"><li>• Review annual goals and objectives for employees in area.</li><li>• Provide input, suggestions, and observations to manager.</li></ul>
<b>Human Resources</b>	<ul style="list-style-type: none"><li>• Review evaluations and provide feedback where necessary to Manager and/or Vice President.</li><li>• Meet with Manager/Vice President to review evaluation and renewal/continuing appointment decisions.</li><li>• Provide ongoing advice where employee's performance is unsatisfactory.</li></ul>

**Criteria for Evaluations:**

Evaluations should be based on the essential functions, criteria/standards for that position as stated in a current job description and the goals/objectives communicated to the employee at the beginning of each evaluation period.

In accordance with Article 19.2 of the Collective Bargaining Agreement, the evaluation should rate, as appropriate, the following criteria:

1. demonstrated knowledge of and effective application of professional skills in the field worked;
2. willingness and ability to work constructively with students, University personnel, and the general public;
3. quality of participation and professional judgment in University and/or systemwide activities including committee work and/or advisory service to students and professional colleagues, and similar contributions;
4. activities demonstrating professional growth and achievement;
5. promise of continued professional growth.

Each of the five categories of accomplishment shall be rated as follows: unsatisfactory, satisfactory, good, or excellent. In addition, an overall rating of job performance, using the same scale, will be given. If the overall rating is unsatisfactory or excellent, a narrative statement shall be included to support such rating.

**Process for Writing Evaluations:**

- **Monitor Performance**

Establish/communicate performance measurements in advance.

The evaluation shall assess total employee performance based upon observable data, productivity and projected growth potential.

The employee should know what he/she is expected to accomplish, job description, goals and objectives through periodic discussion.

Establish clear, achievable performance goals and objectives consistent with the agency's priorities and mission and considered fair by the manager.

- **Provide substantive comments relating to job description, goals and objectives**

Establish strengths and assess areas for improvement and or development.

Establish goals/objectives for next period of evaluation – Guide regular evaluations of progress.

Identify corrective action needed when an employee has not accomplished a performance objective.

Identify areas/actions for career development.

Provide a basis for recognizing exceptional performance. (Merit increases are the means by which the University recognizes significant contributions to the University).

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