

## **PERFORMANCE EVALUATION**

All regular full-time and part-time employees who are not on probation shall undergo annual evaluation designed to identify areas of strength and areas of improvement.

### **Faculty Evaluation**

Faculty evaluation shall be conducted in accordance with procedures established by the Office of Instruction and Student Affairs.

### **Staff Evaluation**

Staff evaluation shall be conducted in accordance with this policy, as well as the procedures and tools provided by the Human Resources Office.

Staff evaluation shall consist of four phases:

1. Completion of questionnaires by evaluative segments
2. Review of the Evaluation report by the staff member, supervisor, and next level supervisor (performed independently)
3. Evaluation Conference between the staff member and supervisor
4. Opportunity for staff member to appeal the overall evaluation

Staff members have the right to appeal their overall evaluation through the following process:

- a. At the conclusion of the evaluation conference between the supervisor and staff member, the staff member will be required to acknowledge receipt of their evaluation and completion of the Evaluation Conference. Further, staff members shall be provided with notice of the right to appeal the evaluation.
- b. To file an appeal, the staff member must submit a written request to the Office of Human Resources within five (5) business days from the date of their Evaluation Conference. The written request for appeal should provide, in specific detail, the reasons the staff member disagrees with the overall evaluation. Failure to file a timely appeal shall constitute a waiver of the appeal process and the overall evaluation will be final.
- c. The Human Resources Office will forward a copy of the appeal to the supervisor and the next level supervisor.
- d. Within five (5) business days of receiving the copy of the appeal, the supervisor and next level supervisor will meet to review the appeal and discuss the supervisor's reasons/rationale for the overall evaluation.
- e. The next level supervisor will schedule a meeting with the staff member within five (5) business days from the date of the meeting with the supervisor. The staff member will have the

opportunity to present a response/rebuttal to the overall evaluation.

- f. After the meeting, the next level supervisor will have three (3) business days to forward a recommendation to the applicable Vice President and the President. The President shall either:
- uphold the original supervisor's recommendation; or
  - overrule the original supervisor's recommendation and amend the overall evaluation
- g. The President's decision on the matter is final.