



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

An annual Performance Appraisal and Development Review for all regular full-time and continuing part-time staff employees shall be conducted on a calendar year basis (April 1 to March 31).

The Office of Human Resources shall be responsible for monitoring the Staff Performance Management System (SPMS) and for maintaining the official copy of the appraisal form as a part of each employee's personnel file. Training and continuing education on the SPMS will also be available through the Office of Human Resources.

Confidentiality. Due to the sensitivity of performance appraisals, supervisors and others who are involved in the performance appraisal process shall exercise extreme care in maintaining confidentiality of the appraisal.

Staff Development and Training. One of the objectives of the appraisal process is to identify those employees who need additional training or development. Any employee who receives three or more "Needs Improvement" ratings shall be provided with a Development Improvement Plan created by the supervisor. Human Resources will provide assistance with developing such a plan. The supervisor may also initiate a meeting with Human Resources for an employee who receives fewer than three (3) "Needs Improvement" ratings to discuss the need to develop an improvement plan.

Failure to Meet Minimum Performance Requirements. In cases where an employee has successfully completed the probationary period in his/her current job but subsequently receives an annual performance appraisal which places the employee below "Successful" on all performance requirements based upon the overall rating, the employee shall again be placed in probationary status for a period of three months. During this probationary period, the employee must be appraised at 30 day intervals. If the employee does not receive an overall rating of "Successful" during this three month probationary period, the employee may be dismissed from employment or extended one additional three month period. No additional probationary period will be granted beyond this period.

Procedures

The following procedures shall apply in accomplishing the appraisal of employees:

Probationary Appraisal: Probationary (new-hire or internal transfer) appraisals will be consistent with PSE-2 (Staff Exempt) and PSNE-2 (Staff Nonexempt) with probationary appraisals accomplished according to the following procedure:

1. At the beginning of the probationary appraisal period, the supervisor shall meet with the employee to identify core expectations and job responsibilities and expectations to be considered in the performance appraisal.
2. At the end of the probationary period, the supervisor will use the appropriate employee evaluation form to appraise the level of performance of the employee. This preliminary appraisal may be reviewed by the next level supervisor (reviewer), at the reviewer's discretion prior to the supervisor's meeting with the employee for the probationary appraisal.
3. The supervisor will then meet with the employee to review the evaluation form. Both the supervisor and the employee must sign the completed form. The employee's signature does not imply agreement but merely indicates that he/she has read the probationary appraisal. The completed form will be forwarded to the reviewer for his/her signature. After signing the form, the reviewer will return it to the supervisor.

APPROVED BY:

**DIRECTOR
VICE PRESIDENT:**



DATE: 11/12/18

APPROPRIATE INSTITUTIONAL REVIEW:

DATE: _____

PRESIDENT:



DATE: 11/12/18

DESCRIPTION (CONTINUED):