

## Administrative and Professional Senate Remarks for 4/12/12 Cabinet meeting

Presented by Dr. Deneen Evans, President

Laura Noll, Ad Hoc committee member

- **Administrative and Professional Faculty Senate is requesting Cabinet to mandate supervisors to evaluate employees work performance at least annually according to the timeline established in the AP handbook.**
- **A mechanism established from HR that would notify supervisor and employee if evaluation isn't on file by 11/1/.**
- **The ability to attach and incorporate a wide range of relevant materials to the evaluation documentation.**

### 1.9 EVALUATION POLICIES FOR ADMINISTRATIVE AND PROFESSIONAL FACULTY

#### 1.9.4 Time lines for evaluations and revised Performance Objectives and Performance Factors

Performance Objectives and Performance Factors shall be developed for new employees within 30 University business days of the beginning of employment.

Annual evaluations for the preceding year shall be completed with revised Performance Objectives and Performance Factors for the current year, no later than September 15.

#### 1.9.5 Evaluation Procedures

An annual written evaluation shall be completed by the employee's supervisor. The evaluation shall include:

„h written feedback for each of the employee's Performance Objectives and Performance Factors

„h an overall rating of performance

„h recommendations for improvement and professional development

The evaluation shall be based on multiple types of evidence of performance such as an annual report prepared by the employee, self-evaluations, supervisor observations, peer ratings, ratings by others who are knowledgeable of the employee's work or other objective and reliable evidence of performance. If

teaching is a part of the position description, the supervisor shall request from the relevant academic department copies of the chair's evaluation of the employee's teaching, which shall be incorporated into the overall evaluation.

The evaluation shall be reviewed by the evaluator's supervisor, and then with the employee. It shall be signed by the employee, the evaluator, and the reviewer (the evaluator's supervisor). If the evaluator is the Division Head, then no additional review shall be required.

The evaluation form shall include a comments section for the employee's written response to the evaluation. An employee may appeal to the reviewer within 10 University business days to reopen consideration of the evaluation. The reviewer must respond in written form to the employee within 10 University business days of receipt of the appeal. The reviewer may not change the original evaluation, but may append written comments addressing such points of appeal.

The completed evaluation shall be maintained by the supervisor with a copy to the employee and a copy filed with the Department of Human Resources.