

**MULTI-YEAR EVALUATION PROCEDURES FOR
NON-TEACHING PROFESSIONAL STAFF**

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Calendar of Evaluation Activities:

The Office of Human Resources publishes a calendar of evaluation activities (Review and Notification Timetable) for the evaluation and retention of professional staff members who are eligible for multi-year appointments. The Review and Notification Timetable outlines the deadlines during the evaluation process. The Office of Human Resources will initiate the evaluation process by notifying eligible employees and their Immediate Supervisors. **It is imperative that all managers adhere to the deadlines on the Notification Timetable.**

The Performance Evaluation includes a self evaluation by the employee, Peer Reviews, evaluation with recommendation by the Immediate Supervisor, as well as a review by subsequent levels of supervision. The next level supervisor may include any or all of the following supervisors: the Department Director, Dean, or Divisional Vice President before going forward to the President for a final determination. It should be understood that in those circumstances where a supervisory relationship may not exist as indicated, the evaluation should move to the next level of review.

The immediate managerial supervisor, in consultation with the employee, identifies professional peers to conduct the Peer Review (three are recommended). Professional Peers may be in or out of the unit. They must serve in a continuing and functional working relationship to the candidate. The Immediate Supervisor requests that these individuals complete the Peer Review using the attached form in Part II of the evaluation packet. Human Resources should be contacted immediately when differences occur in determining who should perform a peer review.

Evaluation:

In accord with the Review and Notification Timetable, content for the evaluation of employees shall be completed by each employee's Immediate Managerial Supervisor, and shall minimally include:

- A. A meeting with the employee to discuss job performance for the preceding contract period. The basis of the discussion should relate the employee's performance to the job description, to any special projects and assignments that were delegated during the contract period, as well as any goals and objectives that were established for the contract period. Job related standards should also be discussed, clarified, and documented. The immediate supervisor will also consider the employee's self evaluation. The process may not be delayed if an employee does not provide his/her self evaluation by the deadline in the Notification Timetable. In these instances, supervisors must conduct their evaluation without the self evaluation and adhere to the deadlines in the timetable.
- B. A completed evaluation packet that includes the Multi-year Evaluation and Recommendation Forms, Parts I and II, for the Non-teaching Professional Staff. Specific examples and any applicable supporting documentation should be included with the recommendation or non-recommendation.

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Part I of the Evaluation Form:

Professional staff members are to:

- A. Identify their educational history.
- B. Complete a self-evaluation.
 - 1. Provide a description of current responsibilities
 - 2. Analyze professional abilities.
 - 3. Describe professional contributions.
 - 4. Provide a statement of professional goals and objectives.
 - 5. Provide additional supportive information as necessary.

Employees who do not provide a self evaluation by the deadline in the Notification Timetable may forfeit the opportunity to have it considered by their supervisor. Supervisors are strictly required to adhere to the deadlines in the Notification Timetable.

C. Initial and date each page.

D. Identify, in consultation with the immediate supervisor, peers with whom he or she has a regular and continuing functional relationship.

(Professional Peers are to: Objectively evaluate the professional staff member according to candidate's ability, performance, contributions, and potential. Complete the attached form in Part II of the Evaluation Packet.)

E. Craft an index of all included documentation.

Part II of the Evaluation Form:

1. The immediate managerial supervisor must circle the appropriate rating for each category. The ratings are as follows:

Above Satisfactory – Performance is *consistently above* the expected standard required for the position.

Satisfactory – Performance is *consistently up to or somewhat above* the expected standard required for the position.

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Needs Improvement – Performance is *not consistently up to* the expected standard required for the position.

Unsatisfactory – Performance *does not meet minimum standards* required for the position.

“Above Satisfactory” and “Unsatisfactory” ratings must be justified in writing with specific examples and evidence of the work that was performed either above and beyond satisfactory expectations or below satisfactory expectations. Supporting documentation is to be attached.

“Needs Improvement” ratings require a statement that explains the reason for the rating. A Performance Improvement Plan must be developed for Needs Improvement and Unsatisfactory ratings (see attached optional format).

Comments must be limited to the time period for which the candidate is under review and must be specific to the appropriate evaluation category. Comments are not to exceed one page per evaluation.

2. The Department Head / Director must review the evaluation documentation and indicate a recommendation or non-recommendation for a multi-year reappointment for the professional staff member. Sign and date the form. If the recommendation is for non-reappointment, the employee’s signature is also required. The evaluation is then forwarded to the next level of review in accordance with the established timetable.

3. The Dean (if applicable) must review the evaluation documentation and indicate a recommendation or non-recommendation for a multi-year reappointment for the professional staff member. Sign and date the form. If the recommendation is for non-reappointment, the employee’s signature is also required. The evaluation is then forwarded to the next level of review in accordance with the established timetable.

4. The Divisional Vice President must review the evaluation documentation and indicate a recommendation or non-recommendation for a multi-year reappointment for the professional staff member. Sign and date the form. If the recommendation is for non-reappointment, the employee’s signature is also required. The evaluation is then forwarded to the next level of review in accordance with the established timetable.

Professional staff member is to:

Sign the evaluation form, indicating that the evaluation statement has been read (not necessarily accepted or rejected). The employee may appeal a non-recommendation in writing within five working days to the next level of review.

Performance Improvement Plan:

A Performance Improvement Plan is required for employees who are recommended for renewal for a subsequent contract period, but have received a needs improvement or unsatisfactory rating on any category in their evaluation. The Performance

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Improvement Plan must be completed in writing by the supervisor and specifically identify those areas that require improvement and outline the strategies that employees may utilize in order to improve their performance in those areas. The Performance Improvement Plan may be completed in any format. However, a copy signed by both the employee and immediate supervisor must be attached to the evaluation form. A copy must also be provided to the employee. (See the sample Performance Improvement Plan included in the evaluation packet).

If job performance in the identified area has not improved to a level that can be designated as satisfactory in the next evaluation cycle, the employee may not be recommended for renewal at that time. In addition, if warranted, the employee may be subject to progressive disciplinary action.

Appeal:

A professional employee may appeal a non-recommendation to the next level of review. This must be done in writing within five working days following the receipt of the non-recommendation from the previous level and include the reasons why the overall non-recommendation should be reconsidered by the next level. The supervisor at the next level of review will consider the appeal prior to making his or her recommendation or non-recommendation.

If applicable, appeals to the President must be filed within five working days following the decision of the Divisional Vice President and must include the reasons why the overall non-recommendation should be reconsidered. The President makes the final determination.