

KEAN UNIVERSITY

SINGLE-YEAR EVALUATION PROCEDURES FOR NON-TEACHING PROFESSIONAL STAFF (Page 1)

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 single year appointments. The Office of Human Resources identifies and notifies eligible employees and their immediate supervisor. **It is imperative that all managers adhere to the deadlines on the Notification Timetable.**

The Review and Notification Timetable outlines the evaluation process including the Immediate Supervisor's review, 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, and 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.

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.
- B. A completed evaluation packet that includes the Single-Year Evaluation and Recommendation Form for Non Teaching Professional Staff. Specific examples and any applicable supporting documentation should be included with the recommendation or non-recommendation

The following criteria are utilized in the evaluation process.

- a) Effectiveness in specific duties. (e.g. dependability, reliability, consistency, availability, confidentiality)
- b) Ability to work with students. (if applicable).
- c) Relationships with all employees within the department and throughout the University. (Includes written and verbal communication skills).
- d) Organizational skills within specific job duties. (e.g. time management and follow-up)

KEAN UNIVERSITY

SINGLE-YEAR EVALUATION PROCEDURES FOR
NON-TEACHING PROFESSIONAL STAFF (Page 2)

- e) Evidence of professional growth related to the job.
- f) Contributions over and above job fulfillment. (Positive dedication toward growth and development of the University.)

1. The Immediate Managerial Supervisor rates the employee on each category as **Above Satisfactory, Satisfactory, Needs Improvement, or Unsatisfactory**, and makes a determination as to recommend or not recommend the employee for reappointment. The immediate supervisor then forwards the evaluation materials to the next level of review.

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.

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 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 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.

KEAN UNIVERSITY

SINGLE-YEAR EVALUATION PROCEDURES FOR NON-TEACHING PROFESSIONAL STAFF (Page 3)

4. The Divisional Vice President must review the evaluation documentation and indicate a recommendation or non-recommendation for 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.

Temporary Employees (TA) are only evaluated up to and including the first level of management review. Evaluation materials for these employees must be forwarded to Human Resources upon the completion of the immediate (managerial) supervisor's review and recommendation.

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 evaluation conference at the previous level and include the reasons why the overall recommendation should be reconsidered. 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.

Performance Improvement Plan:

A Performance Improvement Plan is required for employees who are recommended for reappointment for a subsequent contract period, but have received a needs improvement or unsatisfactory rating on any category in their evaluation. The Performance Improvement Plan must be completed in writing by the supervisor, specifically identify those areas that require improvement and outline the strategies that the employee may utilize in order to improve his/her performance in those areas. The Performance Improvement Plan may be completed in any format. However, it must be signed by both the employee and the immediate (managerial) supervisor, and a copy 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 by the next evaluation cycle, the employee may not be recommended for reappointment at that time. In addition, if warranted, the employee may be subject to progressive disciplinary action.