

## 2018 MANAGERIAL EVALUATIONS REVIEW & NOTIFICATION TIMETABLE

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### NOTIFICATION – April 30, 2018 (Monday)

- Performance evaluation notifications are distributed to all managers and their immediate supervisors.

### DIRECT SUPERVISOR – Due to Dean/Department Head by May 18 (Friday)

- An evaluation meeting must take place between managerial employees and their supervisors to assess job performance based on the evaluation criteria as well as the goals & objectives for the current year. Objectives for the next year should also be discussed & established during the meeting.
- The immediate supervisor must complete three forms:
  - (1) the *Assessment of Performance Recommendation Form*,
  - (2) the *Overall Performance Evaluation Form*,
  - (3) the *Performance Improvement Plan Form OR Individual Development Form*.
- The immediate supervisor must forward the completed evaluation packet to his/her Department Head, Dean, or next level for his/her review and recommendation. This must be done no later than May 18.

### DEAN/DEPARTMENT HEAD – Due to Divisional Vice President by June 4 (Monday)

- The Department Head/Dean must review the evaluation packet and make his/her recommendation on the *Overall Performance Evaluation Form*.
- The Department Head/Dean must forward the completed evaluation packet to the Divisional Vice President for his/her review and recommendation. This must be done no later than June 4.

### DIVISIONAL VICE PRESIDENT – Due to Human Resources

- The Divisional Vice President must make his/her recommendation and forward the complete and signed evaluation packet to Human Resources.
- **DUE BY MONDAY, JUNE 11, 2018 - Group 1 Titles, which include:**
  - Assistant Deans, Associate Deans, Associate Directors, Managing Assistant Directors
- **DUE BY MONDAY, JUNE 18, 2018- Group 2 Titles, which include:**
  - Deans, Directors, Executive Directors, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents

\*Salary increases for managerial employees, if funded, will not be processed unless a completed evaluation packet is received in the Office of Human Resources by the established deadline.\*

### HUMAN RESOURCES – Due to President Farahi by Monday, July 2, 2018

- Completed evaluation packets will be forwarded by Human Resources to the President for final approval.