

## FALL 2018 TIMELINE PROFESSIONAL STAFF PERFORMANCE EVALUATIONS – SINGLE & MULTI-YEAR

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### Week of August 13, 2018

- Distribution of evaluation notices to immediate managerial supervisors and employees.
- Employees eligible for multi-year reappointment begin self-evaluation. Professional peers are identified during a consultation between the employee and the immediate managerial supervisor.

### September 7 (Friday)

- Deadline for employees eligible for multi-year reappointment to submit their self-evaluation to their immediate managerial supervisor.
- Deadline for the immediate managerial supervisor to request peer reviews, as identified in consultation with the employee eligible for a multi-year reappointment.
- The immediate managerial supervisor must meet with the employee prior to **September 21<sup>st</sup>** to conduct his/her evaluation.

### September 21 (Friday)

- Deadline for the completion of peer reviews.
- Deadline for the completion of the immediate managerial supervisor's review. Immediate supervisor forwards the evaluation packet to the next level of review.  
*\*The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.*

### September 28 (Friday)

- Deadline for the completion of the Director/Department Head's review.
- Director/Department Head forwards the evaluation packet to the next level of review.  
*\*The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.*

### October 5 (Friday)

- Deadline for the completion of the Dean's review (if applicable). The Dean forwards the evaluation packet to the Divisional Vice President for review.  
*\*The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.*

### October 19 (Friday)

- Deadline for the completion of the Divisional Vice President's review. Divisional Vice President forwards the completed evaluation to Human Resources.  
*\*\*The employee may appeal a non-recommendation in writing within five working days to the next level of review.*

**ALL completed evaluations must be received by the Office of Human Resources no later than  
Friday, October 26, 2018.**

### Week of November 19, 2018

Notifications of the President's nominations are sent to the candidates.

### December 8, 2018

Action by the Board of Trustees.

### Week of December 10, 2018

Notifications of action taken by the Board of Trustees are sent to the candidates.

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Contact Meaghan Lenahan at x73295 if you have any questions or concerns regarding the Professional Staff Evaluation Process.

*\*\*If a professional employee considers a decision rendered at a given level of supervision to be arbitrary, discriminatory, or a violation of procedure, the employee may appeal that decision under the terms specified in the current agreement to the next higher level of supervision, prior to the completion of the next level of review. All appeals must be filed in writing within 5 working days and copies must be sent to Human Resources. It should be understood that in those circumstances where a particular supervisory level of review does not exist, the evaluation should move to the next level of review within the timeline.*

**Updated 8/2018**