

2019 MANAGERIAL EVALUATIONS REVIEW & NOTIFICATION TIMELINE



Week of June 10, 2019

- Performance evaluation notifications are distributed to all supervisors and eligible employees.
- An evaluation meeting must take place between managerial employees and their supervisors to assess job performance based on the evaluation criteria provided as well as the goals & objectives for the current year. Goals & objectives for the next year should also be discussed & established.

Monday, July 8

- Deadline for the completion of the immediate managerial supervisor's review.
- Once completed, the immediate supervisor must forward the evaluation packet, including the evaluation and Performance Improvement Plan (if applicable) to his/her Department Head, Dean, or next level of review. Completed evaluations should be delivered to the next level by July 8.

Monday, July 22

- Deadline for the Department Head/Dean's review of the evaluation packet. Recommendations should be made on the employee's Overall Rating & Salary Recommendation (see page 3 of evaluation packet).
- The Department Head/Dean must forward the completed evaluation packet to the Divisional Vice President for his/her review & recommendation no later than July 22.

COMPLETED EVALUATIONS SUBMITTED TO HUMAN RESOURCES

- The Divisional Vice President must make his/her recommendation and forward the complete and signed evaluation packet to Human Resources.

**ALL EVALUATIONS WITH ATTACHED JOB DESCRIPTION SHOULD BE
RECEIVED BY THE OFFICE OF HUMAN RESOURCES NO LATER THAN
THURSDAY, AUGUST 8**

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.