

FALL 2019 TIMELINE PROFESSIONAL STAFF PERFORMANCE EVALUATIONS – SINGLE & MULTI-YEAR

Week of August 12, 2019

Distribution of evaluation notices to immediate managerial supervisors and employees.

Ratee*: Employees eligible for multi-year reappointment begin self-evaluation;

Rater*: Professional peers are identified during a consultation between the employee and the immediate supervisor. Immediate supervisor should request peer reviews from those identified as soon as possible.

Friday, September 13

Ratee: Deadline submit self-evaluation to the immediate managerial supervisor.

Rater: Deadline for the submission of requested peer reviews.

The supervisor must meet with the employee prior to September 20 to conduct his/her evaluation.

Friday, September 20

Rater: 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 working days to the next level of review.*

***Please consult with Human Resources in cases of non-recommendations.*

Friday, September 27

- 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.*

Friday, October 4

- 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.*

Friday, October 11

- 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 18, 2019

Week of November 18

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

December 7

Action by the Board of Trustees.

Week of December 9

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

* Ratee refers to the employee being evaluated. Rater refers to the immediate supervisor who is conducting the evaluation.

*** If a professional staff 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.*

Contact Meaghan Lenahan at 7-3295 if you have any questions or concerns regarding the Professional Staff Evaluation Process

Updated 8/2019