

SPRING 2020 TIMELINE

PROFESSIONAL STAFF PERFORMANCE EVALUATIONS: SINGLE & MULTI-YEAR

Week of January 27, 2020

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.

February 10 (Monday)

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

Rater: Deadline for the immediate managerial supervisor to request peer reviews.

The supervisor must meet with the employee **prior to Feb. 24** to conduct his/her evaluation.

February 24 (Monday)

Rater: Deadline for the completion of the immediate managerial supervisor's review.

Deadline for the completion of peer reviews.

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.*

March 9 (Monday)

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 working days to the next level of review.*

March 16 (Monday)

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 working days to the next level of review.*

March 23 (Monday)

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
Monday, March 30, 2020

Week of April 20

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

May 11, 2020

Action by the Board of Trustees.

Week of May 18

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

Contact Meaghan Lenahan at x7-3295 if you have any questions or concerns regarding the Professional Staff Evaluation Process.

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

****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 submitted to the next level, in writing, within 5 working days. A copy should be forwarded to Human Resources. It should be understood that in 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 1.2020