

SPRING 2021 TIMELINE

PROFESSIONAL STAFF PERFORMANCE EVALUATIONS: SINGLE & MULTI-YEAR

Week of January 25, 2021

Distribution of evaluation notices to immediate managerial supervisors and employees.

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

Rater*: Completes review of evaluation materials and begins preparation in alignment with upcoming deadlines.

Monday, February 8

Ratee: Deadline for multi-year eligible staff to submit self-evaluation components to immediate managerial supervisor.

Rater: The supervisor must meet with the employee **prior to Feb. 22** to review & discuss the evaluation.

Monday, February 22

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

Immediate supervisor forwards the evaluation packet, in its entirety, to the next level of review.

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

NOTE: An employee may appeal a non-recommendation in writing within five working days to the next level of review.

Monday, March 8

▪ Deadline for the completion of the Director/Department Head's review.

▪ Director/Department Head makes a recommendation & forwards the evaluation packet to the next level of review.

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

NOTE: An employee may appeal a non-recommendation in writing within five working days to the next level of review.

Monday, March 15

▪ Deadline for the completion of the Dean's review (if applicable).

▪ The Dean makes a recommendation & forwards the evaluation packet to the Divisional Vice President for review.

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

NOTE: An employee may appeal a non-recommendation in writing within five working days to the next level of review.

Monday, March 22

▪ Deadline for the completion of the Divisional Vice President's review.

▪ Divisional Vice President forwards the completed evaluation to Human Resources.

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

NOTE: An 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 29, 2021

Week of April 19

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

May 10, 2021

Action by the Board of Trustees.

Week of May 17

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.**