

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:024	Supersedes Policy Number: 5:024
Date: April 24, 2006	Dated: February 15, 2000
Subject: Performance Evaluations for Administrative/ Professional and Classified Employees	Mandatory Review Date: April 26, 2011
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:	President: signature on file

Purpose

The purposes of the administrative/professional and classified personnel performance evaluation system are (a) to promote employee development, (b) to determine training needs, (c) to provide supervisors with a means of informing employees about their progress, (d) to provide permanent records of job performance, (e) plan and control the assignment of work, and (f) to serve as a partial basis for salary increases, promotions, terminations, etc.

General

Performance rating is a three-step process: Observing, evaluating, and reporting.

1. Observing - Purposeful observations must be made over a sufficient period of time to insure that typical performance is considered. Supervisors should make an effort to observe directly the employee's performance, behavior, and quality of work. To evaluate properly, supervisors must keep detailed records of incidence of particularly good or bad job performance throughout the year. A written record should be kept of the events, dates of corrections or recommendations. Supervisors should inform employees periodically of their level of achievement and their observed strengths and weaknesses so that the periodic formal ratings will not come as a surprise.

2. Evaluating - The observed manner of job performance should be evaluated in relation to each of the criteria on the performance evaluation forms. If more space is needed for additional comments, such comments may be typed on an additional page and added to the evaluation form. Inappropriate emphasis should not be given to isolated instances of unsatisfactory or outstanding behavior. The significance of the behavior and the frequency of its occurrence should be considered in assessing how representative it is of the total performance. Evaluation should be based on observations made during the entire period of the

report and should not be influenced by incidents which occurred outside the reporting period. Neither should friendship or prejudice be allowed to influence evaluations.

3. Reporting - Performance evaluation reports should be prepared as objectively as possible on the basis of observation and the evaluation of these observations.

Evaluation Periods

1. New employees (on probationary appointments) shall be evaluated when employed for five consecutive months.
2. All other classified and administrative/professional employees shall be evaluated annually during the month marking the anniversary of their employment with the university.
3. Supervisors shall evaluate employee performance for the following periods:
 - a. from date of hire to date of current evaluation, if no evaluation has ever been completed;
 - b. from date of current evaluation, if no promotion has occurred;
 - c. from date of last promotion/demotion to date of current evaluation, if the action was completed after the last evaluation. At least four (4) months must have passed since the promotion/ demotion before the employee is eligible for an evaluation in the new position.

Responsibilities and Procedures

The Office of Human Resources shall be responsible for:

1. Initiating the evaluating process for new employees by sending evaluation forms for each new employee to the appropriate supervisor at the end of five months consecutive employment in a position.
2. Initiating the evaluation process for all other administrative/professional and classified employees by sending evaluation forms for each employee to the appropriate supervisors.
3. Assuring that review procedures are established to ensure that Employee Performance Evaluation forms are administratively acceptable. Forms that are administratively sub-standard shall be returned to the rating official, through the appropriate department head, for correction. The responsibility of this review activity does not extend to the differences of opinion that may exist between a supervisor and his/her immediate superior.

4. Assuring that supervisory procedures are established to ensure timely submission of reports (e.g., supervisors receive evaluation forms during the first week of the month, and that all forms are returned by the last day of the month).
5. Assuring that ratings and reports are kept in a secure environment.

Department Heads, Deans, and Vice Presidents shall be responsible for:

1. Assuring that each supervisor employed within his/her area of responsibility is thoroughly familiar with the requirements of this policy.
2. Assuring that, upon assignment to supervisory responsibilities, each supervisor knows who the employees are that he/she is to evaluate.
3. Assuring that each employee knows who will conduct his/her evaluation.
4. Assuring that each evaluation is reviewed by the supervisor's immediate superior.
5. Assuring that evaluations are fair and realistic appraisals of actual performance and consistent with the guidelines established by this policy.
6. Assuring that supervisors endeavor to correct continually any deficiencies in performance and behavior and endeavor to stimulate improvement in subordinate's performance.
7. Assuring that each employee is informed of the right to review his/her performance evaluations up to and including being given a photocopy of the evaluation form before the original is transmitted to Human Resources to become a part of the employee's permanent personnel file.
8. Assuring that each employee understands that affixing his/her signature to the evaluation form only signifies that he/she has seen the evaluation and does not signify agreement with the contents of the evaluation. In the event the employee refuses to sign the evaluation, the supervisor should indicate the employee's refusal on the form in the employee signature block.
9. Assuring that employees understand that, if they disagree with the evaluation, they may attach a written statement of their concerns to the evaluation form. This statement will be filed with the evaluation in the employee's official personnel file.
10. Assuring that evaluations for employees in their area of supervision are completed in a timely manner and returned to Human Resources no later than the established due date.