

# Shawnee State University

AREA: UNIVERSITY-WIDE POLICY

SUBJECT: Performance Management - Security

POLICY NO: 4.84  
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RECOMMENDED BY: Bane Sylvia  
APPROVED BY: Board of Trustees

## 1.0 Purpose

- 1.1 Shawnee State University is committed to developing a highly functional work culture. To accomplish this, Shawnee State University is responsible to provide each employee with clear performance objectives, ongoing coaching and feedback, professional development, and recognition for excellence in work and service.

## 2.0 General Policy

- 2.1 Performance Management must include the necessary elements listed below.

1. Performance Planning – Clear performance objectives should be identified and communicated at the beginning and throughout the performance cycle. These performance objectives should align with department and university goals and institutional values.
2. Coaching – Supervisors should use coaching to help employees develop and use their talents for individual success. Coaching should occur on a regular basis and include a discussion of professional development.
3. Feedback – Feedback is information about observed behavior that is appreciative or constructive. It is often helpful for staff to receive feedback from more than one source such as students, staff, administration and faculty.
4. Performance Review – This is the culminating communication of the performance cycle, focusing on areas of achievement, areas of improvement, and goals for the future.

## 3.0 Guidelines

- 3.1 Following are the Performance Management guidelines:

1. All employees must receive a performance review at least once a year. Supervisors may conduct additional reviews as needed.
2. Employees must receive a review prior to the end of their probationary period, whether initial or promotional unless terminated during the initial probationary period.
3. Review forms must be discussed and signed by the supervisor and employee. The employee must receive a copy of the form, and a copy must be sent to Human Resources for filing in the employee's personnel file. An employee's signature indicates that the form has been reviewed and discussed with her or him. It does not imply agreement with the review.
4. Performance reviews do not constitute terms or conditions of employment.