

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.61 Rev.
		ADMIN. CODE:	3362-4-32
		PAGE NO.:	1 of 5
SUBJECT:	PERFORMANCE EVALUATION OF ADMINISTRATORS	EFFECTIVE DATE:	12/7/95
		RECOMMENDED BY:	UAS
		APPROVED BY:	

1.0 Purpose

The evaluation process enables the employee and the supervisor to discuss working conditions, gain a better understanding of job expectations and organization goals, obtain feedback on performance, and improve efficiency and effectiveness while stimulating growth within a position. The ongoing evaluation process involves open communication which encourages the employee and supervisor to begin resolving any job performance limitation before it reaches the problem stage.

2.0 Confidentiality

The final, official evaluation form will be maintained in the administrator's personnel file. All aspects of the process should be treated with a high degree of professionalism. All written material pertaining to the evaluation process will be maintained in accordance with applicable laws and regulations.

3.0 Probationary Evaluation For New Employees

A newly employed administrator (new hire) must successfully complete a probationary period before being awarded Continuous Contract or Continuous Temporary Contract status.

3.1 During probationary status, an administrator shall be evaluated with the following conditions:

- 3.1.1 After completion of the third (3rd) month of employment, administrators shall receive an initial performance evaluation by their immediate supervisor. If unsatisfactory performance is demonstrated, termination notice may be given following the procedures outlined in Administrative Appointments (#4.51, section 5.1.3).
- 3.1.2 During the sixth (6th) month of employment, administrators shall receive an overall performance evaluation for the period of the probation by their immediate supervisor and if he/she exhibited successful performance will be considered to be on Continuous Contract status.

- 3.1.3 If unsatisfactory performance is exhibited, the immediate supervisor, with approval of the Vice President and President, may either terminate employment per the same provision as outlined in Administrative Appointments (#4.51, section 5.1.3) or extend the initial probationary status up to an additional three (3) months during which the administrator shall be considered under performance evaluation for the extension period.
- 3.1.4 Should probationary extension be implemented, the duration must be designated in writing to the employee. If the employee fails to satisfactorily improve performance by completion of the probationary extension, notice of termination shall be given per Administrative Appointments (#4.51, section 5.1.3).
- 3.1.5 A satisfactory performance evaluation and written recommendation for Continuous Contract status must be completed by the supervisor prior to the end of the extension for the administrator to be considered on Continuous Contract status per Administrative Appointments (#4.51, section 5.1.3).
- 3.1.6 Should the administrator receive notice of termination due to unsatisfactory performance, he/she may (during the 14 day period) write a rebuttal statement(s) addressing specific disagreement(s) and reason(s) for disagreement(s), attach to evaluation form, and present to immediate supervisor. The appropriate Vice President (or President if Vice President is immediate supervisor) shall then meet with employee to render a decision. This meeting shall be the employee's only course of reconsideration during probationary status. Concern Resolution (#4.69) procedures do not apply to probationary status administrators.

4.0 Evaluation of Continuing Status Administrators

Administrators who have successfully completed the probationary period shall be given Continuous Contract status.

- 4.1 Performance evaluations of continuing status administrators shall be conducted by procedures outlined in the "Resource Guide and Training Manual for Administrators" and the performance evaluation instrument/form instructions, with the following provisions:

- 4.1.1 All employees and supervisors will be trained to insure that all participate appropriately in the evaluation process.
- 4.1.2 The evaluation of an administrator is an ongoing assessment process and the evaluation must be completed on a regular basis and in a timely fashion for continuing employees. The normal annual performance evaluation period is from April 1 - March 31. The final evaluation shall be completed during the month of April.
- 4.1.3 If unsatisfactory performance is identified anytime during the evaluation period, the immediate supervisor shall follow procedures outlined in this policy, section 7.0.

5.0 Absence/Change of Evaluator During Evaluation Period

The University acknowledged that immediate supervisors may depart from assigned evaluation capacity during the evaluation period.

- 5.1 Should an immediate supervisor/evaluator be absent and/or removed from the assigned evaluation capacity, the following provisions shall be implemented:
 - 5.1.1 For any reason, should a supervisor no longer be responsible for evaluation of an employee, the Vice President or President, in agreement with the employee, may request the departing supervisor complete the evaluation to date prior to leaving his/her position.
 - 5.1.2 In the event a person is assigned in the supervisory capacity, he/she will continue the evaluation process during the remaining evaluation period. A completed evaluation will occur for the interim period through December.
 - 5.1.3 If less than four (4) months remain in the evaluation period from the date of supervisor's departure and no one is assigned in this capacity, the employee or the Vice President or President may request that the evaluation be completed for the interim period through the end of the evaluation period.
 - 5.1.4 In the event more than four (4) months remain in the evaluation period from the date of supervisor's departure and no one is assigned in this capacity before the end of the evaluation period, the Vice President or President shall complete the evaluation process for this cycle.

6.0 Appeal of Evaluation by Employee in Continuous Contract Status

An administrator may request that an evaluation be reconsidered.

6.1 Should an administrator believe he/she has not been evaluated fairly, the following process will be followed:

- 6.1.1 When the employee signs the performance evaluation form and checks "yes" to the statement, "I request that this evaluation be reconsidered," the appeal process begins.
- 6.1.2 The employee shall write a rebuttal statement which will include documentation of the specific disagreement(s) and the reason(s) for the disagreement(s), attach to evaluation form, and present to supervisor.
- 6.1.3 Upon the written request of the employee, the supervisor is required to consider the rebuttal and determine whether to reconsider the evaluation.
- 6.1.4 The appropriate Vice President or President shall be made aware of the appeal, (and in the event the supervisor elects not to re-evaluate the administrator), may direct the supervisor to re-evaluate employee. Within ten (10) working days following employee's request, the supervisor shall either respond in writing if evaluation is upheld or shall provide revised evaluation results of reconsideration determination.
- 6.1.5 Should the administrator believe that appropriate reconsideration of his/her annual or unsatisfactory performance evaluation was not taken, the employee may request concern resolution hearing(s) in accordance with Concern Resolution (#4.69).
- 6.1.6 In the event the evaluation results are revised during either reconsideration and/or concern resolution process, the original evaluation form shall be given to the employee as void and the evaluation form containing revised comments and ratings shall be permanently placed in the administrator's personnel file per section 2.0.

7.0 Determination of Unsatisfactory Performance of Administrators in Continuous Contract Status

An evaluator may determine that the administrator is demonstrating unsatisfactory performance at anytime during the evaluation period.

- 7.1 The evaluator must adhere to procedures outlined in the "Resource guide and Training Manual" to document an administrator's demonstration of not meeting basic expectations in overall performance.
- 7.1.1 The Vice President and President must support the documentation of unsatisfactory performance and the evaluator must develop a plan for improvement of performance. The Vice President and President shall approve the performance improvement plan and the employee will be provided the developed plan, expectations of performance, and length of evaluation in writing.
- 7.1.2 The plan for improvement of performance will be implemented and evaluation conducted for a period of not less than six (6) months following the date the performance improvement plan is instituted.
- 7.1.3 The administrator will remain in continuous contract status during the performance improvement plan period.
- 7.1.4 An extension or revision of the plan for performance improvement may be considered by the evaluator. The Vice President and President shall approve the extension and the performance improvement plan. The revised development plan, expectations of performance, and extended length of evaluation period will be provided in writing to the employee.
- 7.1.5 If the administrator fails to improve performance to capacity of meeting basic expectations of performance after completion of performance evaluation plan evaluation period, the evaluator, with approval of Vice President and President, will proceed with notice of termination due to unsatisfactory performance as outlined in Administrative Appointments (#4.51, section 6.4).
- 8.0 "Resource Guide and Training Manual for Completion of Performance Evaluation for Administrators" and the Evaluation Instrument/Form
- Each administrator will be provided with his/her own copy of the "Resource Guide and Training Manual." The evaluation instrument/form and the "Resource Guide and Training Manual" will be formally adopted by the President of the University with the advice and consent of the University Administrative Senate (UAS), and revised as necessary, and shared with the Board of Trustees for information purposes.

Adopted 5/21/90; Revised 10/15/93; Revised 12/7/95