



Policy # 53030

PERSONNEL/PERFORMANCE EVALUATION

Effective Date: June 19, 2009

Reviewed Date: March 25, 2021

Responsible Office: Human Resources

Division: Operations

I. PURPOSE/OBJECTIVE

To ensure that all university employees are evaluated at least on an annual basis.

II. STATEMENT OF POLICIES

All University employees should be systematically evaluated, both orally and in writing. The results of the evaluation must be made available to the person evaluated. The primary uses of the evaluation will be to assess performance, to determine areas needing improvement, and to provide the basis for employment decisions such as merit increases, promotion, and continuation. Each Vice President, Dean and Director is responsible for seeing that established procedures are followed in the respective divisions.

The evaluation shall be maintained in the appropriate personnel file.