



## Policy # 53030-B

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### PERFORMANCE ACHIEVEMENT SYSTEM (PAS) FOR FACULTY AND UNCLASSIFIED EMPLOYEES

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**Effective Date:** June 19, 2009

**Revised:** July 18, 2022

**Responsible Office:** Human Resources

**Division:** Operations

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#### **I. PURPOSE/OBJECTIVE**

To set forth rules for governing planning and performance appraisals for Faculty and Unclassified employees.

#### **II. STATEMENT OF POLICIES**

The planning and performance evaluation of each unclassified employee shall be completed by the direct supervisor as outlined in the departmental organizational chart.

A performance planning session shall be conducted by the Rating Supervisor no later than 90 calendar days after:

- (1) the appointment of a new employee
- (2) the movement of an employee into a position having a different position number and significantly different duties or
- (3) July 1<sup>st</sup> through September 30<sup>th</sup> annually for current employees

A performance planning session is also required when an employee gets a new Rating Supervisor or when performance expectations change.

A performance evaluation session shall be conducted by the Rating Supervisor:

Faculty April 1<sup>st</sup> through April 30<sup>th</sup> Annually  
Unclassified July 1<sup>st</sup> through August 31<sup>st</sup> Annually

Salary adjustments, which are not automatic, but may be recommended by the delegated supervisor and/or the next level supervisor, based on the successful job performance of the employee and if funds are available.

#### **A. Supervisors of Unclassified Employee(s)/Faculty (Evaluating Supervisors) are required to:**

1. Maintain an employee work file on all subordinate employees
2. Conduct departmental staff meetings (a minimum of once monthly) to communicate updates on goals, objectives, policies, and procedures
3. Ensure that work and behavior expectations (detailed goals/objectives) have been communicated and documented in the Performance Achievement System

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for each employee that he/she supervises within the time frame specified by the PAS process

4. Ensure that the performance of each employee is rated on a timely basis
5. Ensure that the rating is based on the employee's work and behavior
6. Discuss employee planning and rating with the appropriate manager prior to meeting with the employee
7. Immediately discuss performance issues that need improvement with the employee and provide appropriate documentation for issues that have not met expectations; and, develop a detailed plan of corrective action
8. Ensure that on-going communication exists and includes honest discussions regarding the employee's performance of the documented expectations for achieving departmental goals
9. Ensure that merit increases are recommended based upon successful job performance
10. Forward supporting documentation for a "Needs Improvement/Unsuccessful" and "Exceptional" overall evaluation to the Office of Human Resources
11. Ensure that Position Descriptions for subordinates are accurate and that any significant changes in the duties and/or responsibilities (permanently or temporarily) are updated and reported to the AVP for Human Resources within fifteen (15) days of the change
12. Facilitate training for subordinates as needed
13. Ensure that the PAS is completed by specified deadline date

**B. 2<sup>nd</sup> Line Supervisor of Unclassified Employee(s)/Faculty (2<sup>nd</sup> Level Evaluators) are required to:**

1. Generally, the 2<sup>nd</sup> Level Evaluator is the Evaluating Supervisor's supervisor. However, the 2<sup>nd</sup> Level Evaluator can be anyone the Appointing Authority deems necessary. The 2<sup>nd</sup> Level Evaluator must review/approve/sign the performance plan and the performance evaluation prepared by the Evaluating Supervisor before they are discussed with the employee
2. Perform the duties of the Evaluating Supervisor in his absence

**C. Unclassified Employee(s)/Faculty are required to:**

1. Perform duties outlined in the position description
2. Execute the performance expectations as listed in the PAS
3. Execute written and verbal instructions from the supervisor as part of the job performance
4. Request clarification from the supervisor when the performance expectations are not understood
5. Remind the supervisor if the planning/rating is not done

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6. Submit a written request to the Designated Reviewer, the Chief Operating Officer or designee, if you are not in agreement with an overall rating or a factor rating within fifteen days of the evaluation
7. Maintain a record of your significant achievements

**III. SANCTIONS FOR NON-COMPLIANCE**

Supervisors of Faculty/Unclassified employees who do not execute the PAS planning/evaluation within the deadline date:

1<sup>st</sup> Offense-Verbally Warning

2<sup>nd</sup> Offense-Written reprimand

3<sup>rd</sup> Offense-Not eligible for next increase

4<sup>th</sup> Offense-Recommended, by the respective Vice President to the President, for a three day suspension without pay- Unless due to unforeseeable circumstances

5<sup>th</sup> Offense- Determined by the University President