

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURE MANUAL

Policy No.: IV:07:15

Date: January 11, 2006

Supersedes Policy No.: IV:07:15

Dated: June 25, 2002

Subject: Staff Performance Evaluations Reviews

Approved: Sidney A. McPhee, President _____

I. Purpose

The purpose of the staff performance evaluation program is to encourage communication, to promote employee development, improve job performance, improve job satisfaction, identify training needs and to provide records of job performance.

II. Evaluation Periods

New classified and administrative employees will be evaluated after completion of the first four (4) months of the six (6) month probationary period.

All other classified and administrative employees will be evaluated annually before April 30th each year.

Faculty will be evaluated annually before June 30th each year.

III. Employee Groups To Be Evaluated

All regular employees shall be evaluated with the following exceptions:

1. Employees on extended leave;
2. Any employee who has a new supervisor who has had insufficient time (less than six (6) months) to accurately evaluate his/her performance.

These exceptions should be noted on the forms or memos and filed in the employee's permanent personnel file.

IV. Forms Processing

Classified Employees

3. Human Resources Services “Performance Evaluation for Classified Personnel Form”, must be used for the evaluation of classified personnel. Other formats may be used at the discretion of the supervisor and with the approval of the Director of Human Resource Services.
4. As a reminder, Human Resource Services will send a general memorandum in February to supervisory staff reminding them that all performance reviews must be completed and submitted to HRS prior to April 30th.
5. The supervisor must discuss the evaluation with the employee. Each area should be reviewed and the employee should be given the opportunity to ask questions.
6. The employee should be given the opportunity to write his/her comments on the evaluation form or respond by separate memorandum.
7. The employee and the supervisor must sign evaluation forms. The department head, if different from the evaluator, shall review the completed evaluation. The original completed copy of the evaluation should be sent to the Human Resources Services office for placement in the employee’s personnel file.

Administrative Employees

1. Human Resources Services will send a general memorandum in February to supervisory staff reminding them that all performance reviews must be completed and submitted to HRS prior to April 30th.
2. The Human Resources Services “Performance Evaluation for Administrative Personnel” form must be used for the evaluation of Administrative personnel. Other formats may be used at the discretion of the supervisor, with the approval of the Director of Human Resources Services. Supervisors are encouraged to use the self-evaluation form and the Setting Goals and Objectives form in addition to the required form.
3. The supervisor must discuss the evaluation with the employee. Each area should be reviewed and the employee should be given the opportunity to ask questions.
4. The employee should be given the opportunity to write his/her comments on the evaluation form or respond by separate memorandum.
5. The employee and the supervisor must sign the evaluation. Completed forms should be reviewed with the next higher level of authority prior to sending to the Human Resource Services office.
6. The original completed copy of the evaluation should be sent to the Human Resources Services office for placement in the employee’s personnel file.

Faculty

1. The office of the Executive Vice President and Provost will send a memo to the department head reminding them that a performance evaluation is due.
2. The format of the evaluation is left to the discretion of the department head. They may use a written narrative or whatever the appropriate format prescribed by the academic college or department.
3. The evaluation must be signed by the employee and the supervisor.
4. The original copy of the evaluation should be filed as part of the faculty member's personnel file in the office of the Executive Vice President and Provost.

Note: See hard copy of forms for Administrative and Classified Personnel in policy manual or contact the Office of Human Resource Services.

* All forms for staff personnel are available on the HRS website under Forms.