



## Executive Director & Professional Staff Mid-year Feedback Evaluation Timeline 2018-19

Dear Board Members,

The Personnel Committee is requesting Board Members participate and provide feedback to the professional staff twice a year. One will be a "mid-year" in October and the other will be an official performance appraisal in March.

### Mid-year Feedback Evaluation

- Personnel Committee Review Mid-Year Feedback Evaluation      September 25
- Member Training on how to appropriately evaluate professional staff      September 25-October 4
  - The timeline and forms will be made available at all internal committees for members to be orientated on the process.
  - Literature and online resources will be sent to all members to complement orientation.
- Evaluations are distributed to Board of Directors & ASI Members      October 4-18  
Each member is encouraged and welcome to fill out an evaluation for all staff members. The list below does identify what staff ASI members are required to submit an evaluation for and where to submit the form with your signature.

#### Elected Members will evaluate the following:

- Board of Directors
  - Intef – Submit to HRM Administration Rm. 606.
  - Marcus – Submit to Intef's Box
  - Dena – Submit to Intef's Box
  - Gus – Submit to Intef's Box
- Academic Senators
  - Marcus – Submit to Intef's Box
  - Dena – Submit to Intef's Box

#### Appointed Members will evaluate the following:

- Cabinet of Commissioners
  - Marcus – Submit to Intef's Box
  - Dena – Submit to Intef's Box
  - Gus – Submit to Intef's Box
- Associate Justice/Chief Justice
  - Intef - Submit to HRM Administration Rm. 606.



- Vice Chair for Finance
  - Dena – Submit to Intef's Box

- **BOD Deadline for Executive Director Evaluations to** **October 18**  
be delivered to Susan L. Varela, Associate Vice President of Human Resources Management Submit to Administration Building 6<sup>th</sup> Floor – Adm 606
- **Directors Complete their evaluations Fulltime Staff** **October 18**  
& deliver to Executive Director to review
- **Evaluation results are compiled** by HR **October 18-31**  
Susan L. Varela, Associate Vice President of Human Resources Management
- **Executive Director Completes evaluations and** **October 29 – November 9**  
Review of FT Staff & delivers to Dean of Students/VP for Student Life
- **ASI President reviews results with** Susan L. Varela, **October 29 – November 9**  
Associate Vice President of Human Resources & Dean of Students

**Per Policy 106 - Appraisal Process**

- 1.1 Appraisal Process
  - 1.1.1 The appraisal process consists of three steps:
    - 1.1.1.1 Self-Appraisal – The employee has the option of completing a “Self-Evaluation”
    - 1.1.1.2 Peer-Appraisal – The ASI Executive Director and the Personnel committee chair will identify stakeholders (e.g. Board of Directors, ASI Members, etc.) who will be asked to participate in the review process. Each participant will be asked to complete the “Employee Evaluation Appraisal” form.
    - 1.1.1.3 Supervisor Appraisal – The employee will participate in a conference where the supervisor’s appraisal, peer appraisals, and the self-appraisals are reconciled and the employee is counseled as to the nature of the work performance. During the supervisor appraisal, the employee and the area manager will:
      - 1.1.1.3.1 review job description - agree to changes
      - 1.1.1.3.2 review each item/rating/comments
      - 1.1.1.3.3 try to come to agreement on items/rating/comments - negotiation is encouraged
      - 1.1.1.3.4 agree to changes as necessary
      - 1.1.1.3.5 review the three (3) most important aspects of job performance
      - 1.1.1.3.6 develop three (3) annual goals/performance



- 1.1.1.3.7 employee/supervisor discusses the recommendation for the merit salary adjustment.
- 1.1.1.4 Appraisal Conflict – If an employee disagrees with the evaluation, they may:
  - 1.1.1.4.1 attach a letter to the evaluation.
  - 1.1.1.4.2 ask for a review by the ASI Administrative Office
  - 1.1.1.4.3 file a formal grievance

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| <input type="checkbox"/> <b>Dean of Students</b>   | <b>November 12</b>    |
| Returns Staff evaluations to the Executive Director  |                       |
| <input type="checkbox"/> <b>Executive Director</b> reviews evaluations with staff members  | <b>November 12-19</b> |
| ASI President reviews evaluation with Executive Director   |                       |
| <input type="checkbox"/> <b>ASI Personnel Committee</b> reviews Mid-Year evaluations provided by the A.S.I. President and Executive Director | <b>November 20</b>    |