

Executive Director & Professional Staff

Mid-year Feedback Evaluation Timeline 2019-20

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 November and the other will be an official performance appraisal in March.

Mid-year Feedback Evaluation

- **Evaluations are distributed to Board of Directors** **October 1-18**
- **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 6th Floor – Adm 606
- **Directors Complete their evaluations Fulltime Staff** **October 18**
& deliver to ASI President to review
- **Evaluation results are compiled** by HR **October 18-31**
Susan L. Varela, Associate Vice President of
Human Resources Management
- **ASI President Completes evaluations and** **October 28 – November 8**
Review of FT Staff & delivers to Dean of Students/
VP for Student Life
- **ASI President reviews results with** Susan L. Varela, **October 28 – November 8**
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

- **Dean of Students** **November 11**
Returns Staff evaluations to the ASI President
- **ASI President** reviews evaluations with staff members **November 11-18**
- **Personnel Committee** reviews Mid-Year evaluations **November 22**
provided by the A.S.I. President

Executive Director & Professional Staff

Official Performance Appraisal

Timeline 2018-19

- **Evaluations are distributed to Board of Directors and Stakeholders** **March 16-27, 2019**
- **BOD Deadline for Executive Director Evaluations to be delivered** **Friday, March 27, 2019**
to Susan L. Varela, Associate Vice President of Human Resources Management Submit to Administration Building 6th Floor – Adm 606
- **Directors Complete their evaluations Fulltime Staff** **Friday, March 27, 2019**
& deliver to Executive Director to review
- **Evaluation results are compiled by** **April 1-8, 2019**
Susan L. Varela, Associate Vice President of Human Resources Management
- **Executive Director Completes evaluations and Review of FT Staff** **April 1-8, 2019**
& delivers to Dean of Students/ VP for Student Life
- **ASI President reviews results with Susan L. Varela,** **April 8-12, 2019**
Associate Vice President of Human Resources & Dean of Students

Per Policy 106 - Appraisal Process

- 1.2 Appraisal Process
 - 1.2.1 The appraisal process consists of three steps:
 - 1.2.1.1 Self-Appraisal – The employee has the option of completing a “Self-Evaluation”
 - 1.2.1.2 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.
 - 1.2.1.3 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:
 - 1.2.1.3.1 review job description - agree to changes
 - 1.2.1.3.2 review each item/rating/comments
 - 1.2.1.3.3 try to come to agreement on items/rating/comments - negotiation is encouraged
 - 1.2.1.3.4 agree to changes as necessary
 - 1.2.1.3.5 review the three (3) most important aspects of job performance
 - 1.2.1.3.6 develop three (3) annual goals/performance
 - 1.2.1.3.7 employee/supervisor discusses the recommendation for the merit salary adjustment.

1.2.1.4 Appraisal Conflict – If an employee disagrees with the evaluation, they may:

- 1.2.1.4.1 attach a letter to the evaluation.
- 1.2.1.4.2 ask for a review by the ASI Administrative Office
- 1.2.1.4.3 file a formal grievance

- **Dean of Students** **April 12, 2019**
Returns Staff evaluations to the Executive Director
- **Executive Director reviews evaluations with staff members** **April 12-15, 2019**
ASI President reviews evaluation with Executive Director
- **ASI Personnel Committee** reviews staff evaluations provided **Tuesday, April 16, 2019**
by the ASI President and Executive Director and takes action
- **ASI Board reviews the ASI Personnel Committee** **Thursday, April 25, 2019**
Recommendation regarding the Executive Director & staff evaluation
and takes action