

Executive Director & Professional Staff
Mid-year Feedback Evaluation Timeline 2020-2021

Dear ASI Representatives,

The Personnel Committee is requesting all ASI Representatives to 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 All ASI Representatives** **October 1-16**

- **ASI Representatives’ deadline for Executive Director Evaluations to be delivered to Susan L. Varela, Associate Vice President of Human Resources Management Submit to Administration Building 6th Floor – Adm 606** **October 16**

- **Directors complete their evaluations Fulltime Staff & deliver to Executive Director to review** **October 16**

- **Evaluation results are compiled by HR** **October 16-30**
Susan L. Varela, Associate Vice President of
Human Resources Management

- **Executive Director Completes evaluations and Review of FT Staff & delivers to Dean of Students/VP for Student Life** **October 26 – November 6**

- **ASI President reviews results with Susan L. Varela, Associate Vice President of Human Resources & Dean of Students** **October 26 – November 6**

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 9**
Returns Staff evaluations to the Executive Director
- **Executive Director** reviews evaluations with staff members **November 9-16**
ASI President reviews evaluation with Executive Director
- **ASI Personnel Committee** reviews Mid-Year evaluations **November 20**
provided by the ASI President and Executive Director

Executive Director & Professional Staff
Official Performance Appraisal Timeline 2020-2021

Annual Feedback Evaluation

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <input type="checkbox"/> Evaluations are distributed to Board of Directors and Stakeholders | March 8-12, 2021 |
| <input type="checkbox"/> BOD Members Deadline for ASI President Evaluations to be delivered to Susan L. Varela, Associate Vice President of Human Resources Management Submit to Administration Building 6th Floor – Adm 606 | March 12, 2021 |
| <input type="checkbox"/> Directors Complete their evaluations Fulltime Staff & deliver to ASI President to review | March 12, 2021 |
| <input type="checkbox"/> Evaluation results are compiled by HR
Susan L. Varela, Associate Vice President of Human Resources Management | March 15-19, 2021 |
| <input type="checkbox"/> ASI President Completes evaluations and Review of FT Staff & delivers to Dean of Students/ VP for Student Life | March 15-19,2021 |
| <input type="checkbox"/> ASI President reviews results with Susan L. Varela, Associate Vice President of Human Resources & Dean of Students | March 22- 26, 2021 |

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- **Dean of Students** **March 26, 2021**
Returns Staff evaluations to the Executive Director
- **ASI President reviews evaluations with staff members** **April 5-9, 2021**
- **ASI Personnel Committee** reviews staff evaluations provided by the ASI President takes action **April 13, 2021**
- **ASI Board reviews the ASI Personnel Committee Recommendation** regarding the **A.S.I President** and takes action **April 22, 2021**