



Memorandum

November 9, 2021

Regarding: **Performance Appraisal Timeline**
To: ASI Personnel Committee
From: ASI Executive Director, Barnaby Peake *BP*

ASI Policy 101 - Personnel Committee Code of Procedure, states in Article II, Section 5 that an annual performance appraisal timeline shall be developed prior to the last meeting of the Fall semester. The performance appraisal procedure is outlined in Policy 106 – Performance Appraisal. This document outlines a timeline for the full-time staff performance appraisals for the 2021-2022 academic year.

Midyear Review

Midyear reviews provide an opportunity for supervisors and employees to check in regarding performance issues and discuss progress toward work goals. The midyear review is not the same as the annual performance appraisal but may include some of the same elements as articulated in Policy 106.

For this year, employees will provide a self-assessment of accomplishments, challenges, and goals for the remainder of the year, which will be completed by end of December. In January, supervisors will meet with each employee to discuss their review of the fall semester. The review will be documented and will provide details that may be included in the employee's annual appraisal in Spring.

Annual Performance Appraisal

This year is unusual in that all the full-time ASI employees were hired or started new positions in the past several months. Typical evaluation procedures for new employees require the first annual performance evaluation to be conducted one year from the date of hire. As such, each ASI employee shall have a different evaluation timeline this year according to the hiring dates listed below:

- Gus - December 2021
- Dena – April 2022
- Amanda -September 2022

After the first annual review, subsequent annual performance appraisals will be completed at the end of the academic year.

The annual appraisal consists of three parts, as articulated in Policy 106, which include a self-evaluation, peer feedback, and the evaluation by the supervisor. Feedback from peers and other stakeholders provides the supervisor with perceptions of the employee's basic work skills (such as communication, teamwork, and leadership), as well as a broad understanding of how the employee works with others. The supervisor may collect this information formally, using a form or survey, or informally through conversations with peers and stakeholders. Policy 106 states that the ASI Executive Director shall work with the Chair of the Personnel Committee to identify a group of peers and stakeholders for each employee.

The supervisor shall use the self-evaluation and peer feedback to complete a performance appraisal for the staff member by the dates listed above. The employee and supervisor will schedule a time to discuss the appraisal and a final document will be completed as a result of this conversation and saved in each personnel file.