

SULC Administrative Staff

Performance Evaluation Policy (Feb. 2014)

Status:	Signatures and dates
Effective:	
Initiated by:	
Reviewed by:	
Endorsed by:	
Approved by:	

Purpose

To provide policy and procedures for the justification of action regarding appointments, renewal, and salary status of administrative personnel through performance evaluation.

Policy

It is the policy of Southern University Law Center that actions regarding appointment renewal and salary status should originate at the departmental level with systematic performance evaluation of each administrative employee by the immediate supervisor.

The performance evaluation should be a continuing ongoing activity occurring regularly through effective supervision in the process of communicating work assignments, monitoring activity, identifying requirements for improvement, and critiquing the quality and quantity of employee productivity.

Prior to March 15th each year, the immediate supervisor shall review the performance record of each administrative unclassified appointees.

A formal performance evaluation will occur at least annually with the supervisor scheduling and holding a performance interview. The evaluation must be in writing and signed by the supervisor and employee.

As a minimum the performance evaluation should address the following:

- Review achievements, and progress and performance in relation to objectives over the preceding year
- Review the employee's development over the preceding year
- Identify priorities and objectives for the coming year
- Identify development support requirements for the coming year
- Identify longer term objectives and development needs where appropriate

Procedures

I. Satisfactory Performance

In the case of an employee whose performance is satisfactory, it is required that a written summary of the evaluation be completed. This document should contain at least a statement verifying that the interview took place and that the employee has performed satisfactorily. Copies of this document should be sent to the employee, to the supervisor's immediate supervisor and to the employees Personnel file by March 15th.

II. Marginal or Unsatisfactory Performance

In the case of an employee who has performed marginally or unsatisfactorily, the immediate supervisor will consult with his or her immediate supervisor. A written summary for the evaluation specifying the reasons for the marginal or unsatisfactory performance will be prepared and sent to the employee with a copy to the supervisor's immediate supervisor and the appropriate executive officer by March 15th.

Reviewers

Proposed revisions of this policy should be reviewed by:

1. Chancellor - SULC

Forms

There are no forms that are specific to this policy.