

**PERFORMANCE EVALUATION GUIDELINES**  
**For USA Campus Employees in 110 Classifications (9/13/10)**

These guidelines have been established to implement a documented performance evaluation process for campus 110 employees (except vice presidents and deans) in a manner that is flexible enough to meet the unique and diverse needs of USA's colleges, departments and programs. Historically, there has not been a specific annual evaluation process for this group although feedback is provided throughout the year. Employees in executive, administrative and managerial job classifications referred to as 110 employees are not subject to the performance evaluation process contained in the USA Staff Employee Handbook. Vice presidents and deans are evaluated yearly through the Annual Review and Projections Program.

The primary objectives of the evaluation process are to:

- Evaluate the success of short- and long-term performance goals.
- Provide feedback regarding an employee's specific strengths, areas for growth and accomplishments.
- Document that an annual performance evaluation process was completed.

It is expected that coaching and feedback occur throughout the year. When applicable, a supervisor should work with an employee to outline a development plan – a specific strategy for improvement in the employee's job performance and/or plans for the employee's career development.

The annual performance evaluation does not establish any guarantee of employment for any length of time. Most employees in 110 classifications are "at will" employees. As such, they are free to terminate employment at any time and may be terminated by the University at any time. Some academic administrators hold both 110 positions and faculty appointments. In those cases, the administrative appointments are considered to be "at will" and may be terminated at any time. Terms of the faculty appointments, however, are subject to the applicable provisions of the Faculty Handbook.

The evaluation should cover the time period of June 15 of the previous year through June 14 of the current year (or from the date of employment if less than 12 months).

The steps in the formal evaluation process are as follows:

The employee submits a Performance Statement covering the key points listed on the next page. The format is designed to elicit information from the employee about performance, accomplishments, and attainments of goals set forth prior to the formal evaluation discussion.

1. Within thirty days of receipt of the Performance Statement, the supervisor should:
  - Review the document.
  - Review the prior Performance Statement including previously established performance goals.
  - Review the major responsibilities of the position.
  - Prepare a written Supervisor Evaluation Summary Statement (refer to the next page for guidelines) in advance of the performance evaluation meeting.
  - Schedule a performance evaluation meeting with the employee to provide feedback, afford the employee an opportunity to elaborate on his/her Performance Statement and confirm performance goals for the upcoming year.
2. Following the performance evaluation meeting, copies of the employee's Performance Statement and the Supervisor Evaluation Statement are to be given to the employee, kept in the office of the appropriate division vice president or the Office of the President and included in the personnel files maintained by the Office of Human Resources.

### Performance Statement

The employee's Performance Statement includes the employee's name, title, division and/or department, date and written responses to the following. Upon completion, the employee submits the document by e-mail to his or her supervisor.

1. Assess your overall job performance in the past year including what you consider to be your most important accomplishments, areas you need to improve and any significant challenges that made it difficult to meet your performance expectations.
2. List any special accomplishments, activities or recognition including honors, leadership positions in professional organizations, awards, etc.
3. List short- and long-term goals for the upcoming year, including objectives or time frames for attaining goals.

### Supervisor Evaluation Summary Statement

The supervisor prepares a concise summary commenting on the employee's performance. The supervisor's statement:

- Serves to confirm, clarify and/or correct the employee's Performance Statement.
- Includes the employee's information (name, title, division and/or department) and the supervisor's name, title, division and/or department and date.
- Is signed by the supervisor and the employee during the annual performance evaluation meeting.

Printed copies of the signed employee and supervisor statements are to be forwarded in a confidential manner to the Office of Human Resources by August 15, for inclusion in the employee's personnel file.