

## **CHAPTER 105 PERFORMANCE REVIEWS**

### **105.01 Performance Review and Employee Self-Evaluation**

Every academic staff member who holds a position at 50% of full-time or more shall be reviewed in the sixth month after the initial appointment and annually, thereafter. The review shall begin with a self-evaluation. Supervisors shall request academic staff self-evaluations prior to December 1 for the current calendar year of January 1 through December 31. Staff shall submit their self-evaluations on or before January 15 of the following calendar year (e.g., supervisor request on December 1, 2017, self-evaluation due by January 15, 2018). The supervisor shall hold a conference with the staff member no later than 20 working days after January 15. In the case of academic staff who are supervised by the departmental executive committee, the departmental executive committee or its designee shall conduct the conference. A written evaluation of the employee's performance, as discussed at the conference, shall be given to the employee by the supervisor within 5 working days after the conference. If there is no written evaluation by the supervisor within 5 working days after the conference or if no conference is held, the employee's self-evaluation will stand as the official performance evaluation. The employee shall have the option of responding in writing to the supervisor's written evaluation within 10 working days of its receipt. The document(s) shall be filed in the employee's official personnel file upon receipt. Each Academic Staff member is responsible for submitting an annual self-evaluation.

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