

Revision to Academic Staff Personnel Policies and Procedures Chapter 105, Performance Review

At the request of the Academic Staff Committee, the Academic Staff Codification Committee reviewed the policy and recommended the changes noted below.

Tracked version

UWM Chapter 105 PERFORMANCE REVIEW

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, ~~in conjunction with and prior to the salary adjustment exercises.~~ The review shall begin with a self-evaluation. Supervisors shall request academic staff self-evaluations prior to December 1 and staff shall submit their self-evaluations on or before January 15 ~~if the school, college, or division evaluates on a calendar year basis.~~ The supervisor shall hold a conference with the staff member no later than 20 working days after ~~the due date for the self-evaluation~~ January 15. In the case of ~~teaching~~ 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 response 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. ~~Failure of the academic staff member to complete an annual performance review may be viewed negatively during the academic staff member's review for change in status/promotion to indefinite appointment. Each Academic Staff member is responsible for submitting an annual self-evaluation.~~

Untracked version

UWM Chapter 105 PERFORMANCE REVIEW

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 and staff shall submit their self-evaluations on or before January 15. 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.