

**MIDDLE TENNESSEE STATE UNIVERSITY**

**POLICIES AND PROCEDURE MANUAL**

**Policy No.: IV:07:15**

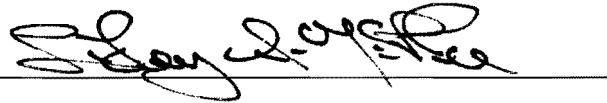
**Date: January 25, 2011**

**Supersedes Policy No.: IV:07:15**

**Dated: January 11, 2006**

**Subject: Staff Performance Evaluations**

**Approved: Sidney A. McPhee, President**



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**I. PURPOSE**

The purpose of the staff performance evaluation program is to encourage communication, to promote employee development, improve job performance, improve job satisfaction, identify training needs, and to provide records of job performance.

**II. EVALUATION PERIODS**

New classified and administrative employees will be evaluated after completion of the first four (4) months of the six (6) month probationary period.

All other classified and administrative employees will be evaluated annually before April 30<sup>th</sup> each year.

Faculty will be evaluated annually before June 30<sup>th</sup> each year.

**III. EMPLOYEE GROUPS TO BE EVALUATED**

All regular employees shall be evaluated with the following exceptions:

1. Employees on extended leave;
2. Any employee who has a new supervisor who has had insufficient time (less than six (6) months) to accurately evaluate his/her performance.

These exceptions should be noted on the forms or memos and filed in the employee's permanent personnel file.

## **IV. PROCESSING**

### **Classified Employees**

1. Personnel evaluations are completed and routed electronically through the PEOPLEADMIN system.
2. As a reminder, Human Resource Services will send a general memorandum in February to supervisory staff reminding them that all performance reviews must be completed and submitted to HRS prior to April 30<sup>th</sup>.
3. Prior to the supervisor discussing the evaluation with the employee it should be routed to the evaluation reviewer for approval. Once approved, the supervisor must discuss the evaluation with the employee. Each area should be reviewed and the employee should be given the opportunity to ask questions.
4. The employee should be given the opportunity to write his/her comments on the evaluation form or respond by separate memorandum. These comments should be attached to the evaluation electronically.
5. The employee and the supervisor must sign evaluation forms. The original completed copy of the evaluation signature page should be sent to the Human Resources Services office for placement in the employee's personnel file.

### **Administrative Employees**

1. Human Resources Services will send a general memorandum in February to supervisory staff reminding them that all performance reviews must be completed and submitted to HRS prior to April 30<sup>th</sup>.
2. Personnel evaluations are completed and routed electronically through the PEOPLEADMIN system.
3. The supervisor must discuss the evaluation with the employee. Each area should be reviewed and the employee should be given the opportunity to ask questions.
4. The employee should be given the opportunity to write his/her comments on the evaluation form or respond by separate memorandum.
5. The employee and the supervisor must sign the evaluation.
6. The original completed copy of the evaluation signature page should be sent to the Human Resources Services office for placement in the employee's personnel file.

### **Faculty**

1. The office of the University Provost will send a memo to department heads reminding them that a performance evaluation is due.
2. The format of the evaluation is left to the discretion of the department head. They may use a written narrative or whatever the appropriate format prescribed by the academic college or department.
3. The evaluation must be signed by the employee and the supervisor.
4. The original copy of the evaluation should be filed as part of the faculty member's personnel file in the office of the University Provost.

Revisions: June 25, 2002; January 11, 2006; January 25, 2011