Policy

UNIVERSITY POLICY HR-17.03-09/14

Policy Title: Evaluation

Originator: Dr. Judith A. Bense, President

Responsible Office/Executive: Vice President of President’s Division and Human Resources Department

Policy/Purpose:

The University of West Florida shall utilize employee evaluation programs to acknowledge performance, to communicate performance effectiveness, to aid in improving performance in assigned duties, and, when necessary, to develop a performance improvement plan to assist in correcting deficiencies. The evaluation program may also be used to identify recipients of financial rewards when designated by the President.

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(1) Introduction

There are four categories of employees at the university which are defined in HR-11.00-2004/07: University Work Force employees, Faculty (this includes in-unit faculty and out-of-unit faculty), Executive Service and OPS employees (including OPS adjuncts). All University employees except for OPS employees must be evaluated on a regular basis.

(2) University Work Force Evaluation Program
a. Position Orientation Year Evaluation
   (i) Newly-hired University Work Force employees serve a 12-month position orientation year.
   (ii) Newly-hired employees shall be provided with a current position description and a list of goals, objectives, and/or standards at the time of appointment to the position.
   (iii) All newly-hired University Work Force employees shall be evaluated at the end of the position orientation year. Newly-hired employees shall be evaluated by the immediate supervisor in a timely manner after 12 months of employment with the University.
   (iv) Employees who are not evaluated by the end of the position orientation year shall be automatically rated at Satisfactory performance standard.
   (v) Supervisors should hold discussions with new employees during the position orientation year to provide feedback and to ensure that performance goals and objectives are communicated.
   (vi) The position orientation year may be extended by the Associate Vice President of Human Resources upon recommendation of the appropriate supervisory authority.
   (vii) Employees serve only one position orientation year. Thus, employees who change jobs will not be required to serve another position orientation year.

b. Annual Performance Evaluation
   (i) Employees shall be evaluated annually in July by the immediate supervisor. Any rating below Satisfactory must be handled as a Special Performance Evaluation in accordance with the provisions of Section (2) (c) of this policy.
   (ii) Failure to complete an annual evaluation shall result in the employee receiving a rating at the same level as the most recent completed evaluation.
   (iii) Performance Standards Ratings shall be defined as follows for University Work Force employees:

   **A. Superior:** This is the highest performance rating and should be used only when an employee consistently exceeds the performance standards, goals and/or objectives set for the position.

   **B. Above:** This rating indicates that the employee’s performance is above the performance standards, goals and/or objectives set for the position.
C. **Satisfactory:** This rating indicates that the employee satisfactorily performs the duties assigned and meets performance standards set for the position.

D. **Needs Improvement:** This rating indicates that the employee is not satisfactorily completing the assigned duties and needs to make improvement toward meeting performance standards.

E. **Below:** This rating indicates that the employee is not meeting standards, goals, or objectives set for the position. The employee must show significant improvement toward satisfactory completion of performance standards or may be removed from the University.

(iv) Employees rated at **Below** or **Needs Improvement** shall be subject to a Special Performance Evaluation and Improvement Plan as outlined below.

c. **Special Performance Evaluation**

(i) A Special Performance Evaluation may be initiated whenever the immediate supervisor determines that the employee’s performance has changed from the rating level reflected on the most recent evaluation.

(ii) A Special Performance Evaluation must be initiated when an employee’s performance is at a level of **Below** or **Needs Improvement**. The Special Performance Evaluation should be initiated by the supervisor after consultation with the Human Resources Department for employees who have successfully completed the orientation year and **should not be delayed** until the time of the annual performance evaluation.

A. Special performance evaluations may only cover performance for the preceding 60 days.

B. The immediate supervisor, after consultation with the Human Resources Department, shall prepare a written Improvement Plan that specifies the necessary improvements to correct identified performance deficiencies. The written Improvement Plan shall be provided to and discussed with the employee on an ongoing basis by the supervisor.

C. Within 60 days after the Special Performance Evaluation and Improvement Plan initiation, employees with a **Needs Improvement** or **Below** rating shall be evaluated again, this time on their progress in meeting the requirements of the Improvement Plan.
i. An employee with a **Needs Improvement** rating who meets the requirements of the Improvement Plan will receive a **Satisfactory** rating.

ii. An employee with a **Needs Improvement** rating who does not meet the requirements of the Improvement Plan will receive a **Below** rating.

iii. An employee with a **Below** rating who meets the requirements of the Improvement Plan will receive a **Satisfactory** rating.

iv. An employee with a **Below** rating who did not meet the requirements of the Improvement Plan may be dismissed no sooner than 60 days after receipt of the Below rating by the Associate Vice President of Human Resources, upon recommendation of the immediate supervisor and Director.

v. An employee with a **Below** rating for more than 120 days may be dismissed by the Associate Vice President of Human Resources.

**(3) Faculty Evaluation Program**

a. **In-Unit Faculty.** Refer to Academic Affairs policies and UFF-UWF Collective Bargaining Agreement.

b. **Out-Of-Unit Faculty.**

(i) Reporting to a Department Chair or Director. Out-of-unit faculty reporting directly to a Chair or Director will be evaluated by their immediate supervisors first, and then by the Dean, if applicable. The same type of process that is used for the evaluation of in-unit faculty will be used for the evaluation of out-of-unit faculty reporting directly to a Chair or Director.

(ii) Reporting to a Dean. Out-of-Unit faculty at the level of Department Chair or Director and other faculty reporting directly to a Dean will be evaluated by the applicable Dean on an annual basis. A Chair's administrative work as well as the Chair's academic work will be reviewed in the evaluation. A Director’s or other Faculty Member’s administrative work as well as the Director’s or Faculty Member’s academic work, if applicable, will be reviewed in the evaluation. The same type of process that is used for the evaluation of in-unit faculty will be used for the evaluation of Chairs, Directors and Other Faculty reporting directly to a Dean.

(iii) Reporting to the Provost. Out-of-Unit Faculty at the level of College Deans, Assistant and Associate Vice Presidents of Academic Affairs, Vice Provosts and other faculty reporting directly to the Provost will be evaluated by the Provost on an annual basis. The Provost will review the individual's previous year's goals and goals for the future.
(4) Executive Service and Direct Presidential Report Evaluation Program

a. Executive Service personnel and leadership positions reporting to the President (collectively, “University leadership positions” or “senior leadership team”) shall have their performance reviewed periodically, which is defined as at least once every three years. The President's Office will request that each member of the senior leadership team complete a self-evaluation of the progress of their previous goals and submit the evaluation to the President's Office. The self-evaluation should also include suggested goals for the upcoming reporting period. The President will review the self-evaluation and suggested goals, provide a written evaluative response, and meet with the incumbent for discussion. The self-evaluation, letter of evaluation, and finalized goals will be provided to the Human Resources Department for placement in the employment file.

b. A similar process will be used for Executive Service personnel reporting to Vice Presidents.

APPROVED: Dr. Judith A. Bense, President

Date: 9/25/14

History: HR-17.00-2004/07 Evaluation, adopted July 2004; amended by HR-17.01-2013/01 Evaluation, adopted February 2013; revised hereby.

Approved by the University of West Florida Board of Trustees September 2014.