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Policy

UNIVERSITY POLICY HR-17.04-06/20

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Evaluations

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

I. 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 shall be evaluated on an annual basis.

(2) University Work Force Evaluation Program

a. Position Orientation Year Evaluation

(i) Newly-hired University Work Force employees serve a 12-month

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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 their position orientation year. Newly-hired employees shall be evaluated by the immediate supervisor no later than 30 days after 12 months of employment with the University.

(iv) Employees who are **not** evaluated by their immediate supervisor within 30 days after 12 months of employment with the University, will automatically be rated at a Satisfactory performance standard if the supervisor has not requested an extension and the evaluation shall be moved to a status of complete by Human Resources.

(v) Employees who have been evaluated, but have not acknowledged their position orientation evaluation within 30 days after their 12 months of employment with the University shall automatically receive the rating assigned by their supervisor and the evaluation will be moved to a status of complete by Human Resources.

If the supervisor during the position orientation year is no longer with the University, the employee shall be automatically rated at **Satisfactory** performance standard.

If the employee is supervised by multiple supervisors during their position orientation evaluation year, the supervisors should collaborate on the completion of the employee's evaluation.

(vi) 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.

(vii) The position orientation year may be extended by the Associate Vice President of Human Resources for no more than a 3-month period, upon written request from the appropriate supervisory authority.

(viii) Employees serve only one position orientation year. Thus, employees who change positions within the University will not be required to serve another position orientation year.

b. Annual Performance Evaluation

(i) Employees shall be evaluated annually in **July** by their immediate supervisor. All annual evaluations are due on September 30th. Any rating below **Satisfactory** must be handled as a Special Performance Evaluation in accordance with the provisions of Section (2) (c) of this policy.

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(ii) Failure to complete an annual evaluation on the employee by October 31st shall result in the employee automatically receiving a rating at the same level as the most recent completed evaluation, if the supervisor has not requested an extension.
Employees who are evaluated, but have not acknowledged their annual evaluation by October 31st shall automatically receive the rating assigned by the supervisor and the evaluation will be moved to a status of complete by Human Resources.

(iii) If the supervisor during the annual evaluation period is no longer with the University, the employee shall automatically receive a rating at the same level as the most recent completed evaluation.

(iv) If the employee is supervised by multiple supervisors during the annual evaluation period, the supervisors should collaborate on the completion of the employee's annual performance evaluation.

(v) 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 dismissed from the University.

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

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c. Special Performance Evaluation

(i) A Special Performance Evaluation may be initiated whenever the immediate supervisor determines that the employee is not meeting standards, goals, or objectives set for the position.

(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 immediate supervisor after consultation with the Human Resources Department for employees who have successfully completed their position orientation year. Supervisors **should not wait** until the time of the annual performance evaluation to initiate a Special Performance Evaluation if the employee is performing a Below or **Needs Improvement** performance standard.

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

B. The immediate supervisor, after consultation with Human Resources, 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 a weekly or bi-weekly basis by the supervisor.

C. Within 60 days after the Special Performance Evaluation and Improvement Plan initiation, employees with a **Needs Improvement** or **Below** performance standard rating shall be evaluated on their progress in meeting the requirements of the Improvement Plan.

i. An employee with a **Needs Improvement or Below** performance standard rating who meets the requirements of the Improvement Plan will receive a Satisfactory rating.

ii. An employee with a **Needs Improvement or Below** performance standard rating who does not meet the requirements of the Improvement Plan may be dismissed from the University after consultation with 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.

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(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) Direct Presidential and Vice-Presidential Report Evaluation Program

a. Personnel positions reporting to the President shall have their performance reviewed periodically, which is defined as at least annually. The President or Vice President will request that each direct report complete a self-evaluation of the progress of their previous objectives and submit the evaluation to the President or Vice President. The self-evaluation should also include suggested objectives for the upcoming reporting period. The President or Vice President will review the self-evaluation and suggested objectives, provide a written evaluative response, and meet with the incumbent for discussion. The self-evaluation, letter of evaluation, and finalized objectives will be provided to Human Resources for placement in Banner and the employment file.

DocuSigned by:
Martha Saunders
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APPROVED: _____ **Date:** 06/09/2020

Dr. Martha Saunders , President

History: HR-17.00-2004/07 Evaluation, adopted July 2004; amended by HR-17.01- 2013/01 Evaluation, adopted February 2013; revised hereby; revised June 2020.