



ARTICLE 3400 ACADEMIC ADMINISTRATORS, CLASSIFIED ADMINISTRATORS AND MANAGERS AND CONFIDENTIAL EMPLOYEES

AR 3420 Evaluation - Management Personnel

A self-evaluation shall be completed by each academic administrator, classified administrator and classified manager and submitted to his or her immediate supervisor for review and discussion. During the month of May, any faculty and/or staff members may provide to an administrator/manager's evaluator, written comments to be considered in the evaluation of the administrator/manager.

The evaluator responsible for the area in which the management employee is assigned shall conduct a full performance evaluation review of the administrator or managers at least once every three years. The person being evaluated has a right to respond in writing to his or her performance evaluation.

A special evaluation may be conducted by a supervisor at any time.

Procedure

The Office of Human Resources will provide each administrator and manager with a management self-evaluation for completion prior to the start of the fall semester. The self-evaluation of performance shall be completed by the administrator or manager each year and shall be submitted to the assigned supervisor.

The assigned supervisor will acknowledge receipt of the manager's completed self-evaluation by signature and may set up an evaluation conference and formal performance review process. A formal review must be conducted at least once every three years. Performance Evaluation Certification is required in years that a full evaluation is not conducted.

At least once each year it is recommended that evaluators meet with the person they are supervising to provide an opportunity for mutual review of progress towards goals and expectations.

Reviewed and/or Updated 9/2003

Revised 12/2014