

Overview of Annual and Supplemental Review Procedures

Annual Review Procedures

Each year, employee performance is evaluated by the person to whom the employee reports according to the following procedure:

Responsible Person(s)	Actions
Person to Whom Employee Reports & Employee	<ul style="list-style-type: none">• Review employee's current position description for accuracy.• Discuss progress toward objectives agreed upon at last review.• Agree upon objectives and priorities to be accomplished during the coming year.
Person to Whom Employee Reports	<ul style="list-style-type: none">• Submits a written evaluation report by May 1 to the Vice Chancellor's Office to be included in the employee's personnel file.• Includes employee's position description, goals and objectives, and the complete record of their evaluation in the annual report.• Gives the employee a copy of the report.
Employee	<ul style="list-style-type: none">• Responds with written reaction to the evaluation to be included in the employee's personnel file.

Supplemental Review Procedures

In the second and fifth years of employment and every fifth year after that, in addition to the annual review, employees take part in a special evaluation program that has two elements, a questionnaire survey and a self-evaluation instrument according to this procedure:

Responsible Person(s)	Actions
Associate Vice Chancellor for Personnel, Budget & Grants	<ul style="list-style-type: none"> • Provides training and orientation of all new hires to whom this procedure applies. • Notifies employees up for supplemental review via campus mail and the persons to whom they report that a supplemental review needs to be done. • Notifies campus of who is being reviewed.
Person to Whom Employee Reports & Employee	<ul style="list-style-type: none"> • Jointly develop survey and a list of survey recipients limited to those who know how the employee is carrying out the day-to-day duties and responsibilities of their job description.
Person to Whom Employee Reports	<ul style="list-style-type: none"> • Completes a copy of the questionnaire. • Distributes copies to those on the recipient list and to those making a special request.
Employee	<ul style="list-style-type: none"> • Does a self-evaluation by completing the questionnaire and providing any other performance information to the person to whom employee reports.
Academic Staff Council	<ul style="list-style-type: none"> • Acts as a resource for those participating in developmental reviews. • Provides guidance on all aspects of the non-instructional academic staff evaluation process, suggesting ways to improve specific individuals' reviews. • Participates in the actual review process when requested by the employee or the person to whom the employee reports.
Person to Whom Employee Reports	<ul style="list-style-type: none"> • Submits a written supplemental review report by May 1 to the Vice Chancellor's Office to be included in the employee's personnel file.

Employee	<ul style="list-style-type: none"> • If unsatisfied with the evaluation, within 15 days after receiving the supplemental review report, writes a request to the person to whom the employee reports, asking that he/she conduct a review of the supplemental review addressing identified concerns.
Person to Whom Employee Reports	<ul style="list-style-type: none"> • Reviews the matter and writes a response to the Employee within 15 days of receipt of the review request.
Employee	<ul style="list-style-type: none"> • If unsatisfied with the review, files a grievance according to the mediation process described in the Faculty Handbook.
Academic Staff Council	<ul style="list-style-type: none"> • Assesses the supplemental review process every 4 years. • Has access to all review data for purposes of assessing the quality of reviews.