

Utah Tech University Policy

327: Staff Performance Evaluations



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I. Purpose

- 1.1 To establish an ongoing, systematic evaluation policy and process of how well a staff employee is carrying out the duties and responsibilities of their current job. Evaluations are used to:
 - 1.1.1 Provide feedback on how well job duties and responsibilities are being accomplished within a uniform standard applied equally and objectively by supervisors to all staff employees;
 - 1.1.2 Increase communication between the supervisor and the employee, including goal setting, assessing previous goals, recognizing excellence, improving efficiency, and ensuring that the job description for each staff position is up-to-date and accurate;
 - 1.1.3 Assist Human Resources planning by identifying individuals whose present performance and future potential warrant promotion and/or identifying individuals whose performance on the present job does not meet standards and indicates the need for disciplinary action, demotion, or termination;
 - 1.1.4 Assist in improving staff employee hiring processes;
 - 1.1.5 Identify training and development needs.
- 1.2 The end goal is to create effectiveness of employees and promote general and career development.
- 1.3 Staff performance evaluations are to be the culmination of performance within a year or specific time period's on-going evaluation and communication, both formal and informal. This policy covers the formal evaluation process and is not intended to be the only form of evaluation

an employee receives.

II. Scope

- 2.1 This policy applies to all full-time staff employees (see Policy 301). Evaluations for faculty are covered under Policy 642, with additional information under Policies 638 and 641. Part-time staff may be evaluated by supervisors as desired (performed on a fixed cycle deemed appropriate by the department), but formal evaluations for part-time employees are not required due to their at-will employment status.

III. Definitions

- 3.1 ***Evaluation Cycle:*** a defined time period where performance is assessed and measured, then documented with Human Resources as part of the review process.
- 3.2 ***Evaluation Forms:*** documentation established and approved by University administration that is completed by the employee (through self-evaluation and reflection) and their supervisor during the evaluation cycle. Supervisor forms include establishing goals with the employee and assessing employee competency factors such as teamwork, communication, initiative and problem solving, etc., on a rating system.
- 3.3 ***Evaluation meeting:*** a face-to-face meeting between the employee and their supervisor to go over the employee self-evaluation and the supervisor evaluation of the employee.
- 3.4 ***Administrative Evaluation:*** an additional staff performance evaluation process reserved for each vice-president and each college dean, consisting of gathering feedback and evaluation of said administrators from randomly selected faculty or staff members at the University, both within and outside of the administrator's division/college, as well as non-employees or constituents as relevant to the administrator's assignment.
- 3.5 ***Presidential Evaluation:*** the performance evaluation process of a University President as outlined in Utah Board of Higher Education Policy R209.

IV. Policy

- 4.1 Staff performance evaluations will occur on the following cycles:
 - 4.1.1 Staff outside of their probationary period will be evaluated annually, with a deadline set and announced by the Human Resources office.

- 4.1.2 Staff within their probationary period will be evaluated under the guidelines provided in Policy 325.
- 4.1.3 Administrative evaluations will occur every three years, but may be done annually or biannually by the President or Vice President of Academic Affairs and Provost if the situation warrants or is deemed necessary and useful.
- 4.1.4 A midyear or mid-cycle performance evaluation outside the established annual schedule may be requested by an employee, their supervisor, their vice president, and/or Human Resources.
- 4.2 Intermediate supervisors (or the supervisor of management level employees as needed) evaluate their subordinates. Face-to-face meetings between the employee and their supervisor are to be held as part of the evaluation process.
- 4.3 Evaluation forms, timelines, and evaluation information hosted on the Human Resources webpage will be reviewed annually by Human Resources and University administration. Updates (if needed) will be made before notifying the University of the evaluation cycle.
- 4.4 All evaluation forms must be turned into Human Resources upon completion. Completed evaluation forms are kept in the employee's personnel file. Employees may retain a copy of their evaluation and will be given a copy of their evaluation forms upon request of the supervisor and/or Human Resources.
- 4.5 The performance of the President will be evaluated by the Utah Board of Higher Education as outlined in Utah Board of Higher Education policy.

V. References

- 5.1 University Policy 301: Personnel Definitions
- 5.2 University Policy 325: Probation
- 5.3 University Policy 372: Corrective and Disciplinary Action
- 5.4 University Policy 638: Adjunct & Clinical Faculty
- 5.5 University Policy 641: Faculty Retention, Promotion, and Tenure
- 5.6 University Policy 642: Faculty Evaluations
- 5.7 Utah Board of Higher Education Policy R209.

VI. Procedures

- 6.1 Staff evaluation forms are to be completed by the employee and their supervisor based on the performance of the employee during the defined evaluation cycle.
 - 6.1.1 Failure of supervisors to complete and/or turn in evaluation forms to Human Resources will be subjected to disciplinary action as outlined in Policy 372.
- 6.2 Evaluation forms are found on the Human Resources webpage and upon request from Human Resources. Employee and supervisor signatures are required on the evaluation forms to acknowledge that a face-to-face meeting was held.
 - 6.2.1 A signature is not construed as agreement with the evaluation.
 - 6.2.2 No alternations or additions will be made to completed evaluation forms once they are signed and returned to Human Resources.
 - 6.2.3 An employee is entitled to attach a rebuttal and/or explanatory statement to the evaluation form. Appeals are to be presented in writing to Human Resources and/or the next higher-level supervisor within ten (10) working days of the face-to-face meeting with their immediate supervisor.
- 6.3 Next level supervisors may review evaluation forms for subordinates as requested or at the request of Human Resources.
- 6.4 In addition to standard evaluation forms completed for vice presidents and deans (outlined in Section 3.2), administrative evaluations will be conducted by the President (for each vice president) and the Vice President of Academic Affairs and Provost (for each college dean) on the timeline outlined in section 4.1.3, using the following guidelines:
 - 6.4.1 Faculty and staff employees will be randomly selected to participate in the evaluation. Participants can include subordinates, co-workers, as well as non-employees or constituents as appropriate to the administrator's assignment.
 - 6.4.1.1 The President or their designee will randomly select between seven to ten (7-10) individuals to participate on an ad-hoc administrative evaluation committee. This committee will include at least one vice president direct report, two non-

direct reports within the division, and preferably one faculty or staff employee per University division. The committee will query both inside and outside the vice president's division for input and will query non-employees or constituents as appropriate to the employee's assignment.

6.4.1.2 The Vice President of Academic Affairs and Provost will randomly select between seven to ten (7-10) individuals to participate on an ad-hoc administrative evaluation committee. This committee will include at least one department chair within the college, one staff member within the college, one representative from the Faculty Senate, and one student within the college. The committee will query faculty and staff both inside and outside the division, additional students, and/or non-employees or constituents as appropriate to the dean's assignment.

6.4.2 The evaluation will consist of two parts:

6.4.2.1 A special evaluation form that addresses specific areas such as communication skills, decision making/judgment, planning/organizational skills, leadership, problem solving, human/public relations, etc.

6.4.2.2 Interviews of faculty, staff, and constituents, using evaluative measurements as determined by the President or Provost.

6.4.3 The committee determines a survey audience and sends out the special evaluation form to faculty, staff, students, and/or constituents for completion, as well as scheduled interviews to complete. All responses will be kept confidential and must include the respondent's name; anonymous responses will not be considered. The committee submits all responses and interview information to the President or Vice President of Academic Affairs and Provost for review.

6.4.4 The President or Vice President of Academic Affairs and Provost will present the administrative evaluation responses separately at the time of the annual evaluation meeting with each vice president or dean. The evaluated administrator and their supervisor retain the only copies of the administrator evaluation responses. As needed, the President or Vice President of Academic Affairs and Provost can build a professional development plan with the vice president or dean as a result of an administrator evaluation. Such professional development plans can be kept with the administrator evaluation or

turned into Human Resources as part of the standard evaluation forms.

VII. Addenda

- 7.1 Human Resources webpage: <https://humanresources.utahtech.edu/>. Staff Evaluation materials are listed under the “employee resources” section.

Policy Owner: Executive Director of Human Resources
Policy Steward: Human Resources, University President

History:

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