EPA PROFESSIONALS PERFORMANCE EVALUATION POLICY (INCLUDING SAAO I, SAAO II, INSTRUCTIONAL, AND RESEARCH POSITIONS)

Authority: Chancellor

History: Established May 2007

Source of Authority: UNC Policy 300.2.1

Related Links: Evaluation Template

Responsible Office: Human Resources

I. Purpose

UNCW promotes annual performance evaluations so that employees may receive essential, accurate, and constructive feedback regarding their work performance, university and unit goals, and their work-related conduct such as collegiality, customer service, etc.

II. Scope

This policy and procedures are applicable to EPA professional employees (including SAAO I, SAAO II, instructional, and research positions). Nine-month teaching faculty are evaluated under a different policy.

Some senior administrators such as Vice Chancellors and Deans are subject to a web-based evaluation input process that provides for campus survey input on performance. This process is conducted and managed by Institutional Research. Information obtained through that process is available for the Chancellor, Provost, and/or Deans as appropriate to consider when completing the supervisory evaluations referenced in this policy.

III. Policy

Supervisors should formally evaluate EPA Professionals and administrators on at least an annual basis. This can be accomplished at the beginning of the fiscal year when any salary increases are discussed. It can also be handled at any other time in the year as determined by the supervisor. Employees may receive multiple evaluations in a given year.

IV. Procedures

Each evaluation process should contain at least these common elements:
A. An identification of overall goals and objectives for the period to be reviewed;

B. A self evaluation opportunity for the individual being reviewed. Such an assessment should be complete prior to the evaluation done by the supervisor. It should include major accomplishments, plans for the next period, needs, identified areas of desired improvements, and any concerns; and

C. An evaluation by the supervisor at the end of the review period. This evaluation should either follow the format outlined in this policy or be a written letter to the employee that addresses the items within the format. As a confidential personnel record, a completed copy of the template or letter should be kept in the unit’s secured files consistent with UNCW’s records retention schedule.

V. Minimum Factors for Evaluation (Evaluation Template)

The supervisor can use the Evaluation Template.