

## **Administrative Employees Evaluation Principles and Process**

**Principles:** The goal of performance evaluation is to improve effectiveness and promote continuous learning and development. Constructive feedback for improvement should be clear and helpful to achieve that goal. If a performance improvement plan is necessary, it should include specificity of area(s) for improvement, criteria for meeting satisfactory marks, a reasonable timeline, and any applicable supportive assistance to facilitate the evaluatee's performance improvement.

The Administrative Employees Evaluation will be performed by administrative employees the first year of the administrative assignment, then every two years, unless the supervising manager deems it necessary to do so annually. The evaluation process will consist of the Self-Evaluation completed with input from peers and/or direct reports together with goals and objectives. The peers and direct reports should include faculty and/or classified staff as applicable to the administrative assignment.

**Self-Evaluation:** The administrator shall identify a minimum of 5 peers/faculty and/or staff in consultation with the evaluating administrator. The peers and direct reports may provide feedback anonymously through the online Peer Direct Report Evaluation Form. If the administrator has no direct reports, then faculty and/or staff that the administrator works with on semi-regular basis will be identified. Any areas marked as below satisfactory (a rating of 3 or 4) must contain comments on how to improve, criteria for meeting satisfactory marks, and a reasonable timeline. The administrator will use the input to complete his/her Self-Evaluation. Additionally, the administrator should reflect on the progress made towards goals and objectives from the previous evaluation. Finally, if applicable, the administrator should comment on his/her work with students learning outcomes and how that work has contributed to improved students learning

**Supervisor Evaluation of Administrative Employee:** After the administrator submits his/her Self Evaluation to his/her evaluator, the evaluator will complete the Administrative Employee Evaluation Form. A meeting will be held with the administrator to review the evaluation and set goals and objectives for the following evaluation period. This meeting should be held within a month of receiving the Self-Evaluation.

**Goals and Objectives:** At the evaluation meeting, the administrator and his/her evaluator will review and set up goals and objectives for the following evaluation period.

Please refer to the process map for Administrative Employee Evaluation.