

Policy #	HR001.1
Policy Type:	University
Responsible Executive:	Chief Business Officer
Responsible Office:	Business Affairs
Originally Issued:	November 24, 2014
Latest Revision:	March 31, 2017
Effective Date:	April 1, 2017

- I. [Policy Statement](#)
- II. [Purpose of Policy](#)
- III. [Applicability](#)
- IV. [Definitions](#)
- V. [Policy Procedure](#)
- VI. [Enforcement](#)
- VII. [Policy Management](#)
- VIII. [Exclusions](#)
- IX. [Effective Date](#)
- X. [Adoption](#)
- XI. [Appendices, References and Related Materials](#)
- XII. [Revision History](#)

I. Policy Statement

The University of Louisiana at Monroe's Performance Evaluation Policy for Unclassified Staff and Specific Academic Administrators defines the process for conducting performance evaluations for unclassified staff and specific academic administrators.

II. Purpose of Policy

The purpose of this policy is to ensure that unclassified staff employees and specific academic administrator employees are evaluated in a timely, objective, and consistent manner pursuant to this policy and related procedures.

A framework for official performance evaluations serves multiple purposes, including:

1. Establishing an objective process within which a supervisor and the employee reporting directly to that supervisor can discuss the employee's performance, as assessed by the employee him- or herself and multiple evaluators, including the supervisor and other members of the university community able to observe the employee's performance;
2. Providing supervisors feedback through evaluations from employees who report directly to them;
3. Helping each employee improve his/ her effectiveness and personal job satisfaction through feedback and goal setting;
4. Promoting employee accountability for performance of an employee's professional responsibilities; and
5. Establishing a systematic method for determining which employees should receive merit pay, if granted.

III. Applicability

This policy applies to all full-time and part-time unclassified staff employees and specific academic administrators including: Deans, School Directors and the Director of the Graduate School.

IV. Definitions

Colleague is any other full-time or part-time classified or unclassified University employee, *but excluding casual wage employees, student workers and graduate/ teaching assistants*. A Colleague may work in the same unit or a different unit than the Employee. A Colleague may function at the Employee's same professional level or different level. The evaluated Employee should propose as potential Evaluators those Colleagues who are most familiar with the Employee's work through occasional to regular interaction. A Colleague designated as an Evaluator for a fellow Employee shall complete the evaluation of the Employee in a timely manner.

Direct Report employee is a full-time or part-time classified or unclassified University employee, *but excluding casual wage employees, student workers and graduate/ teaching assistants*, who reports directly to a Supervisor being evaluated under this Policy. A Direct Report employee who is designated as an Evaluator for his or her Supervisor shall complete the Evaluation of the Supervisor in a timely manner.

Employee is any University employee covered by the Policy and these Procedures. *See "Application," above*. Casual wage employees, student workers, graduate assistants and teaching assistants are not defined as "Employees" for purposes of the Policy and these Procedures.

Evaluator is any University employee proposed as a Colleague evaluator or a Direct Report employee evaluator by the Employee being evaluated and who is then designated to evaluate that Employee.

Official Performance Evaluation is the process of assessing employee performance by way of comparing present performance with already established standards which have been communicated to employees, subsequently providing feedback to employees about their performance level for the purpose of improving their performance as needed by the organization.

Performance Expectation Plan is the process of ensuring expectations of an employee are communicated, standards of performance are established and employees have a clear understanding of how they will be measured and assessed.

Specific Academic Administrators are defined in this policy as Deans, School Directors and the Director of the Graduate School.

Supervisor is an Employee who is evaluated under the Policy and these Procedures because she/ he directly oversees the work of one or more university employees, whether those employees are classified or unclassified, but excluding casual wage employees, student workers and graduate/ teaching assistants.

V. Policy Procedure

Official performance evaluations (“Evaluation”), including the process of creating an individualized Performance Expectation Plan (“Plan”), shall be conducted annually at the University of Louisiana at Monroe (“University” or “ULM”) on all full-time and part-time unclassified staff employees and specific “academic administrators,” as follows: Deans, School Directors, and the Director of the Graduate School (collectively “Employees”).

Although faculty are not generally covered by this policy, certain unclassified faculty are considered academic administrators because their responsibilities are primarily supervisory, though they may have limited teaching and/or research duties.

Nothing in this Policy or the Implementing Procedures shall serve to alter the at-will employment status of any unclassified administrative personnel. Performance evaluation tools and ratings shall not constitute an implied nor expressed agreement for continued employment but such tools and ratings are to be used solely for the purposes stated herein.

The Performance Evaluation for Unclassified Staff and Specific Academic Administrators Implementation Procedures can be found at <http://ulm.edu/hr/unclassified-evals.html>.

VI. Enforcement

The effectiveness of the Evaluation process depends on the full and timely participation of all persons involved. Failure to fulfill Evaluation and/or Performance Evaluation Plan responsibilities as an Employee, Supervisor, Colleague or Direct Report employee who is designated as an Evaluator will result in ineligibility for consideration for merit pay the next time merit pay is considered.

Any Supervisor who fails to evaluate any Employee who directly reports to him/ her and who is entitled to an Evaluation under this policy shall be reported to the Director of Human Resources and may be subject to disciplinary action, as determined by the Supervisor’s division Vice President. The Supervisor’s division Vice President shall also assure that the affected Employee(s) are subsequently evaluated in a timely manner.

VII. Policy Management

The Chief Business Officer is the Responsible Executive accountable for the management of this policy. The Office of Human Resources is responsible for maintaining this policy.

The Staff Senate, or a subcommittee thereof, shall review and approve all proposed revisions to this policy and/ or related implementation procedures prior to final executive administration level approval of the revised policy.

VIII. Exclusions

Exemptions: This policy does not apply to the following University employees because they are evaluated under other established performance evaluation frameworks: classified employees; faculty;

the President; the Executive Vice-President; the Vice-Presidents for Student Affairs and Academic Affairs; the Chief Business Officer; the Special Assistant to the President; the Chief Communications Officer; the Athletics Director; the Internal Counsel/EEO Administrator; and such other administrative positions in the direct reporting line to the President that the President may exclude from this policy at the President's discretion. Additionally, this policy does not apply to casual wage employees, or student workers, including graduate and teaching assistants.

IX. Effective Date

The effective date of this policy is April 1, 2017.

X. Adoption

This policy is hereby adopted on this 31st day of March, 2017.



Dr. Bill Graves, Chief Business Officer

XI. Appendices, References and Related Materials

N/A

XII. Revision History

Original adoption date: November 24, 2014

Revised March 31, 2017: Revisions include transferring the policy to the new policy format, removing items that should be located in the Performance Evaluation for Unclassified Staff and Certain Academic Administrators Implementation Procedures, adding positions to exclusions, and removing verbiage specifically pertaining to performance year 2016. Change name of policy to Performance Evaluation for Unclassified Staff and Specific Academic Administrators.