



Performance Evaluation Policy For Unclassified Staff and Specific Academic Administrators

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Policy Type:	University
Responsible Executive:	VP for Business Affairs
Responsible Office:	Human Resources
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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 annual performance evaluations for unclassified staff and specific academic administrators in a timely, objective and consistent manner.

II. Purpose of Policy

The purpose of this policy is to ensure that ULM meets policy established by the University Of Louisiana System Board Of Supervisors and to promote communication about performance, facilitate better working relationships, provide a historical record of performance, and contribute to the employee's professional development.

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 (including Assistant, Associate and Regional Deans) and School Directors.

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.

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, objective and consistent 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, objective and consistent 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 (including Assistant, Associate and Regional Deans) and School Directors.

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 (including Assistant, Associate and Regional Deans) and School Directors (collectively “Employees”).

New Employees and Employees in New Positions

Within 30 days of an employment of a new unclassified staff employee, the new Employee’s immediate Supervisor is required to meet with the Employee to familiarize the new employee with this policy and related procedures and establish a Performance Expectation Plan. This requirement also applies to existing unclassified staff employees who start a new unclassified position within the University.

Any new unclassified staff employee who began employment before October 1 of the prior year will receive a Performance Evaluation.

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 any pay raise or pay adjustment associated with that evaluation cycle.

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 Head. The Supervisor’s Division Head shall also ensure that the affected Employee(s) are subsequently evaluated in a timely, consistent and objective manner.

VII. Policy Management

The Vice President for Business Affairs 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-President for Academic Affairs; Vice President for Business Affairs; Vice President for Student Affairs; Vice President for Student Success and Information Services; the Chief Administrative Officer; the Special Assistant to the President; the Chief Communications Officer; the Athletics Director; the Legal & Compliance Counsel; 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 July 11, 2018.

X. Adoption

This policy is hereby adopted on this 11th day of July 2018.



Dr. Bill Graves, Vice President for Business Affairs

XI. Appendices, References and Related Materials

N/A

XII. Revision History

Original adoption date: November 24, 2014

Revised July 11, 2018: 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. Changed name of policy to Performance Evaluation for Unclassified Staff and Specific Academic Administrators. Updated definitions and administrator titles, added a section regarding new employees, and included pay raise and pay adjustments in the enforcement section.