

Evaluation Reports Tracking Procedure

Run monthly tracking report on 15th of each month for evaluations that need to be done through the last day of the next month (e.g. run reports on Jan 15 with end date of Feb. 28). This will give the supervisors a “heads up” that a review is due in the next month.

Send out email for outstanding and upcoming reviews as a reminder.

When completed evaluations are received:

- Stamp them in
- Make sure evaluations are signed by employee and supervisor
- Enter completed evaluations in POSS and include the date the evaluation was delivered to the employee
- Check mark with initial each evaluation once complete
- File completed evaluations in employee’s personnel file.

**At the end of each quarter, review the overdue report and notify the appropriate VP which supervisors have not completed their reviews.

Evaluation Schedule

3-Months – New hires get an evaluation at 3 & 6 months

5-Months – Security new hires evaluated at 5 & 11 months

12-Months – Classified and supervisors

24-Month – Deans, directors and VPs

36-Months – Tenured faculty

12-Months – Contract faculty should be reviewed once in each academic year, normally during the fall semester. The third year process may be waived by the Vice President with the recommendation of the Peer Evaluation Committee

Adjunct Faculty – within the first year and thereafter at least every six semesters (including non-continuous service)