

CIAS Staff Performance-Appraisal Policy (RIT Policy E27.0)

I.Scope

Consistent with the mission, vision, and core values of the university, Rochester Institute of Technology strives to treat all staff with respect, professionalism, and open communication. The Performance-appraisal evaluation process is critical to an employee's success and to the success of CIAS. All CIAS staff are encouraged to complete an annual Performance-appraisal and develop a plan of work for each upcoming calendar year.

II.Policy Statement

All CIAS staff will receive formal communication regarding their Performance-appraisal through an annual, documented, Performance-appraisal process. Supervisors/Administrative Chairs and staff will use current university processes and procedures, which include 1) a system and timeline for periodic Performance-appraisal assessment by using agreed upon procedures and tools, 2) individual Performance-appraisal and/or professional development plans, 3) two-way communication opportunities between the supervisor and employee, and 4) the established staff grievance procedures (E 30.0) as the appeal process.

A. Process

The Performance-appraisal process will enable both appraising supervisor and employee an opportunity to mutually discuss an annual plan of work and/or Performance-appraisal goals that will be the basis for providing an overall summary of annual Performance-appraisal in the coming year and for making decisions affecting promotion, salary/hourly rate adjustments, merit increases, and other personnel matters.

All CIAS staff (exempt and non-exempt) are encouraged to complete the Staff Performance-Appraisal Form and the Annual Plan of Work Form (Appendix A) and submit these to their supervisors. The supervisor and employee will meet to review and discuss these annual Performance-appraisal forms and this process will be completed by a date set forth by the Dean.

The final Performance-appraisal review, summary (see Appendix B) and recommendations will be sent to Human Resources (HR) and a copy will be placed in the employee's file, housed in the Dean's Office.

B. Job Description Questionnaire

The employee's current Job Description Questionnaire (JDQ) should be submitted with the Performance-appraisal document. If the employee does not have a current JDQ, it can be requested from the immediate supervisor. If the supervisor does not have a copy he/she can

request one from HR. The self appraisal period is an appropriate time for staff to update or modify their JDQ. These updates should be done in consultation with the employee's supervisor/manager. If the JDQ is revised, it should be reviewed and signed by the immediate supervisor/manager and the Dean. A copy of the revised JDQ should be sent to HR who will send the revised JDQ to position control for uploading to Oracle. The employee should retain a copy (paper and/or electronic) for their records and a copy should be placed in the employee's file. A link to a generic JDQ can be found at:

<http://www.rit.edu/search/?q=job+description+questionnaire>

Responsible Office: CIAS Dean's Office

Effective Date: May 2014

Policy History:

Appendix A

Staff Performance-Appraisal
January 1, 20XX – December 31, 20XX
Annual Plan of Work
January 1, 20XX – December 31, 20XX

Employee Name: _____

Title: _____

Department: _____

Below provide an assessment of your Performance-appraisal during this evaluation period related to the measures and expectations established for your key responsibilities and annual plan of work, and/or performance objectives.

Key Responsibilities: List below the primary ongoing responsibilities of the position (or attach your position description as a reference).

Accomplishments as Related to Key Responsibilities and Performance Objectives

Annual Plan of Work (POW)/Performance Objectives: List below the major performance objectives for the review period January 1, 20XX – December 31, 20XX. Performance objectives are identified to enhance individual Performance-appraisal and/or contribute to the continuous improvement of the department's quality service, productivity, or cost-effective use of resources. This includes professional development activities such as taking courses, CPD training, etc. These should be discussed and finalized during the employee/supervisor one-on-one review session.

Appendix B

CIAS Staff Performance-Appraisal Summary

Employee Name: _____

Title: _____

Department: _____

Immediate Supervisor: _____

Below is a summary of your major performance objectives during the review period, taking into consideration both the expectations for your position and your accomplishments.

Overall Annual Performance-appraisal Rating

(Circle one rating below)

- 5 Exceptional** Performance during appraisal period was consistently superior and significantly exceeded expectations for the position.
- 4 Highly Effective** Performance during appraisal period frequently exceeded expectations for the position.
- 3 Proficient/Successful** Performance during appraisal period met expectations for the position. Area(s) identified for development will enhance Performance-appraisal.
- 2 Inconsistent** Performance during appraisal period met some, but not all expectations for the position. Areas identified as needing improvement must be addressed. Failure to improve areas of deficiency may jeopardize employment in current position.
- 1 Unsatisfactory** Performance during appraisal period consistently failed to meet minimum expectations for the position. Individual lacks or did not apply knowledge, skills, or behavior expected for the position. Failure to improve all areas of deficiency will result in termination of employment.
- N/A New** Individual has not been in position long enough to fully demonstrate the competencies required for the position. This appraisal is provided for feedback purposes. Individual will, therefore, be formally reviewed and rated at a later agreed upon date.

Signatures and Statements

Immediate Supervisor: _____ **Date:** _____

Next Level Supervisor or/Dean: _____ **Date:** _____

***Employee:** _____ **Date:** _____

HR Services Manager: _____ **Date:** _____

*Signature acknowledges that the performance appraisal summary was discussed with employee; it does not necessarily signify employee's agreement with the performance appraisal summary.

Optional Employee Statements:

- I agree with the appraisal summary as written (no response provided).
- I agree with the appraisal summary as written (response provided).
- I do not agree with the appraisal summary as written (no response provided).
- I do not agree with the appraisal summary as written (response provided).