
SUBJECT: PERFORMANCE EVALUATION (FACULTY AND REGULAR STAFF) POLICY

1.0 PURPOSE

- 1.1. A culture of accountability is necessary for Snow College to continue its tradition of excellence. Regular feedback on performance facilitates that culture of accountability and helps employees with their own professional development.
- 1.2. This policy sets forth the minimum requirements for performance evaluations at Snow College.

2.0 DEFINITIONS

- 2.1. Tenure-Track Faculty: Faculty who are eligible for advancement and tenure as outlined in their Memorandum of Understanding.
- 2.2. Professional Track Faculty: Faculty members who are neither Tenure-Track nor Adjunct.
- 2.3. Adjunct Faculty: A person who is not Faculty but who is employed to teach classes. All Adjunct Faculty are considered At-will Employment Employees.
- 2.4. Administration Employee: Officers of the administration whose primary responsibilities are management and general business operations including the President, Provost, Associate Provosts, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, and other administrative employees as designated by the employee's MOU. All Administration Employees are considered At-will Employment Employees.
- 2.5. Regular Staff Member: a staff member whose employment is of a continuous nature, initially funded for a non-temporary period, who has successfully completed the probationary period. This includes exempt and non-exempt employees not covered by a similar faculty procedure, but excludes Probationary Regular Staff Employees, At-will Employment Employees, Administration Employees, Part-time Staff Employees, Temporary Employees and Adjunct Faculty. Normally, a Regular Staff Member is one assigned to work 75% or more in a position expected to last more than 6 months that is a full-time benefits eligible position and defined as a Regular Staff Member in an employment MOU. May also be referred to as Regular Staff Employee
- 2.6. Probationary Regular Staff Employees: Regular Staff Members during their initial period in which they are considered in At-will Employment status and under evaluation. At the sole discretion of the College, the probationary period for Probationary Regular Staff Employees may be extended with approval from Human Resources with or without prior Corrective Action or Discipline in accordance with Policy 323 - Probationary Period
- 2.7. Part-time or Temporary Staff Member: a Staff Member assigned to work less than full-time, or in a position considered temporary or expected to be of short duration. Normally, a Part-Time Staff Member is one assigned to work

less than 75%. A Temporary Staff Member is an Employee in a position that is not expected to last more than 9 months. All Part-time and Temporary Staff Employees are considered At-will Employment Employees.

- 2.8. Formal Performance Evaluation: An evaluation where a manager follows a set evaluation process and assigns the employee a rating that indicates the extent to which the employee is meeting the expectations of their position.

3.0 POLICY

- 3.1. Managers and supervisors shall regularly assess the performance of their employees and use that assessment to help employees improve their performance.
- 3.2. Managers and supervisors shall hold a Formal Performance Evaluation with each of their employees at least once per fiscal year, or more often as determined by the process established by the College through its Office of Human Resources. The Evaluation shall use the forms and criteria provided by Human Resources, the Advancement and Tenure Committee, or the Professional Track committee, as applicable, which may be customized by Human Resources for a particular Department.
- 3.2.1. The Formal Performance Evaluation may be used in determining eligibility for salary increases, promotions, training needs and other purposes.
- 3.3. The process for evaluating Tenure-Track Faculty is governed by Policy 410 – Advancement and Tenure Policy
- 3.4. The process for evaluating Professional-Track Faculty is governed by Policy 411 – Professional Track, Non-Tenure Promotion
- 3.5. The process for evaluating all other Faculty, including Adjunct Faculty, is maintained and monitored by the Office of Academic Affairs, in consultation with the Office of Human Resources.
- 3.6. The process for evaluating Administration Employees, Regular Staff, Part-Time Staff, and Temporary Staff is maintained and monitored by the Office of Human Resources.
- 3.7. The process for evaluating Probationary Regular Staff Employees is governed by Policy 323 – Probationary Period
- 3.8. Each employee will have an opportunity to review and discuss their performance evaluation before it is finalized and recorded.