

**ARIZONA BOARD OF REGENTS**  
**POLICY MANUAL**

6-304      Evaluation of Professional Staff

Revision Dates

12/7/2012 (renumbered), 4/6/1990, 12/3/1983 (adopted)

A.      Professional Staff Performance Evaluation Philosophy

1.      The Arizona Board of Regents recognizes the need for a professional employee performance evaluation system that identifies, assesses, and enhances performance. It is essential that the evaluation process incorporate guidelines relevant to the achievement of specific program goals and objectives while recognizing the unique nature and diversity of the universities. To this end, it is necessary that guidelines be established and evaluations conducted in a manner that is flexible enough to meet the particular needs of the respective universities, their departments and programs.
  
2.      The Board further recognizes that professional staff evaluation may be an employee-participatory, cooperative, and continuing process intended to assess and enhance the performance of professional personnel. Given the nature of the varied professional responsibilities, and the specialization both between and within programs, the professional evaluation process must presuppose a high degree of confidence in the professional staff through the incorporation of professional staff participation in the preparation of evaluation guidelines and in the evaluation review process. The evaluation system should permit sufficient flexibility to adapt procedures to individual or organizational unit circumstances.
  
3.      The professional staff performance evaluation procedures should pursue the following objectives:
  - a.      To involve professional staff in the formulation of objectives and goals related to their program areas and their own personal and professional growth.
  
  - b.      To assess actual performance and accomplishments in the areas of their responsibilities.
  
  - c.      To promote the effectiveness of professional staff through an articulation of the types of contributions they might make to the university community that will lead to greater personal and professional growth, recognition, and rewards.

- d. To provide a written record of professional staff performance to support personnel decisions such as reappointment, merit increases, transfers, reemployment, promotions, and continuing appointment.
- e. To recognize special talents, capabilities, and achievements of professional staff.

**B. General Policy**

It is the policy of the Arizona Board of Regents that professional staff shall be evaluated on their performance in accordance with the following guidelines:

1. Professional staff shall have their performance, personal progress and future potential formally reviewed on a scheduled basis at least once every 12 months.
2. Elements of the evaluation shall include, but shall not be limited to, the following:
  - a. Written evaluation criteria will be developed through participation of the professional staff to express performance expectations including performance in achieving affirmative action goals. Procedures and instruments for evaluation of professional staff shall be developed by departments and organizational units by the university administration. Evaluation procedures within organizational units shall be flexible enough to meet the particular objectives of the unit without undermining the uniformity of the whole system.
  - b. An assessment of the professional staff member's performance shall include an assessment by the unit administrator.
  - c. The evaluation of the professional staff member's past performance and expectations for the future shall be discussed with him/her. A written statement recording the sense of this discussion shall be provided to the professional staff member. The employee shall be given the opportunity to add his/her comments to this statement as a part of the official record.
  - d. Each university shall establish a procedure by which a professional staff member who disagrees with the evaluation may request that his/her performance evaluation be reviewed at the next administrative level.

Policy History

- 12/3/1983      Approved by the Board on second reading.
- 4/6/1990      Policy revision approved by the Board on second reading.
- 12/7/2012     Policy revision, including renumbering, approved by the Board on second reading.

Related Information

This policy was originally numbered as 6-302 from its adoption in 1983 until it was renumbered in 2012.