ARIZONA BOARD OF REGENTS
POLICY MANUAL

6-404 Evaluation of Classified Staff

Revision Dates

11/19/2026, 6/12/2025, 4/6/1990, 2/19/1988 (adopted)

Classified staff employees shall be evaluated in writing on the performance of their duties in accordance with the following guidelines:

1. Classified staff shall be evaluated at least once every twelve (12) months.

2. Elements of the evaluation shall consist of, but shall not be limited to:

    a. Written specific, predetermined standards of performance related to the duties and responsibilities of the employee's position.

    b. Management assessment of actual performance and accomplishments.

    c. Management determination of an overall performance evaluation rating.

3. The performance evaluation shall be provided to the classified staff employee. The employee shall have the opportunity to respond to the evaluation in writing.

Policy History

2/19/1988 Approved by the Board on second reading.

4/6/1990 Policy revision approved by the Board on second reading.

6/12/2025 Policy revision approved by the Board on second reading.

11/19/2026 Policy revision approved by the Board on second reading.

Related Information