

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: 1:02:09**

**DATE: March 1990**

**REVISION/REVIEW DATES: Sept 2012, Sept 2013, Jan 2014, Aug 2023**

**SUBJECT: Staff Performance Evaluation Policy**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

Jacksonville State University (JSU) strives for continuous improvement as a learning-centered community committed to developing the ability to think critically, solve problems creatively and collaboratively and communicate effectively. We should exhibit this mission in all we do and in all relationships. It is important that all employees understand how what they do each day contributes to the achievement of JSU's goals in a manner demonstrating our values. While feedback is ongoing, it is important to have face-to-face discussions captured in writing to ensure that individuals and managers have a common understanding of progress. The staff performance evaluation is intended to be a fair and balanced assessment of an employee's performance. It is a time for supervisors and employees to give and receive feedback clarifying job duties, stating management's expectations, and set goals based on the current priorities and goals of the institution, division, college, or unit . To accomplish a fair and balanced assessment, management must provide the employee an opportunity to express their opinions about the employment relationship.

**POLICY**

Supervisors will evaluate their staff employee's success annually in performing identified duties/areas of responsibilities via the Performance Management System (Page Up) The staff employee's job description and/or departmental goals and objectives must be used to identify specific duties/areas of responsibilities. The performance evaluation process ***must*** include a one-on-one discussion between the supervisor and employee with both parties being full participants.

The following is a list of areas to consider when evaluating an employee, depending upon the type of discussion that occurs.

- ***Job Knowledge & Accomplishments*** - Evaluate the employee's success in performing identified duties/areas of responsibilities. Use the job description and/or departmental goals and objectives to identify specific duties/areas of responsibilities. The purpose of this review is to identify the job duties to be evaluated.
- ***Service & Relationships*** – Evaluate the employee's success in the areas of internal and external customer service, communication and interpersonal skills, diversity, teamwork and maintaining a positive image for the department and university.
- ***Accountability & Dependability*** – Evaluate the employee's success in contributing to the effectiveness of the department and the overall mission of the University.
- ***Adaptability & Flexibility*** – Evaluate the employee's success in dealing effectively with additional responsibilities, learning innovative techniques, and applying them to their job, and participating in appropriate training and development opportunities.
- ***Decision Making & Problem Solving*** – Evaluate the employee's success in making decisions, following safe work practices, and complying with university policies and federal, state, and local laws.
- ***If the employee performs a supervisory function, the employee will also be evaluated on their abilities to manage student, human, and fiscal resources effectively, developing goals that support the University's and department's mission, and setting appropriate examples for employee behavior.***

## **Senior Division or College Administration**

Senior Division or College Administration evaluations should cover an interval deemed appropriate by the supervisor based on the priorities of the institution, division, college, or office but should occur at least every three years and should be submitted to the Office of Human Resources within 30 days of the meeting.

All evaluations will be conducted using the JSU Performance Management System (Page Up), located in the Employee tab in MyJax State. Meeting agendas, memorialization of the meeting and any additional documentation the supervisor and employee want to include can be uploaded to support the employee's evaluation.

#### **Interim or Acting Appointments:**

For employees appointed to interim or acting appointments, evaluations will not be completed unless, under unusual circumstances, the employee remains in the temporary appointment status for three years or more. For purposes of this policy, an acting appointment occurs when the current administrator is on approved leave for an extended period of time. An interim appointment occurs when the administrative role is vacated, and a search is occurring for a replacement.

#### **Probationary Reviews:**

Supervisors will complete a probationary review form before the end of the employee's 180 days of regular service with Jacksonville State University. The content of this performance review should be discussed with the employee before it is returned to the Office of Human Resources for inclusion in his or her personnel file. The probationary review form is available in MyJSU / Employee/ Form Library / Staff Performance Evaluation.

#### **Performance Improvement Plan Reviews:**

Employees who are placed on a performance improvement plan (PIP) should receive at least annual evaluations until the employee successfully meets the goals of the PIP. The supervisor may also deem it essential to continue annual reviews for a period of time after the PIP. Plans for performance reviews should be discussed as part of the PIP process.

### **RESPONSIBILITY**

This policy is the responsibility of the Vice President for Finance and Administration.

### **EVALUATION**

The policy will be evaluated at least every five (5) years the Director of Human Resources.