



## Executive Director & Fulltime Staff Performance Appraisal Timeline 2015-16

- **Review Executive Director Evaluation Process** with A.S.I. President Tuesday, October 27
- **A.S.I. Personnel Committee** reviews *Executive Director & Fulltime Staff Performance Appraisal Timeline* Tuesday, October 27
  - **A.S.I. President announces ED Evaluation timeline** and expectations to the A.S.I. Board and distributes evaluations
- **Deadline for Executive Director Evaluations to** **Friday, April 22**  
Susan L. Varela, Associate Vice President of Human Resources Management  
Submit to Administration Building 6<sup>th</sup> Floor – Adm 606
- **Evaluation results are compiled by** Wednesday, April 27 – May 5  
Susan L. Varela, Associate Vice President of Human Resources Management
- **Directors Complete their evaluations Fulltime Staff** Wednesday, April 27  
& delivers to Executive Director to review
- **Executive Director Completes evaluations of Directors** Tuesday, May 3  
& delivers to Dean of Students/Senior Associate VP for Enrollment Management
- **A.S.I. President reviews results with** Susan L. Varela, Tuesday, May 3 – 6  
Associate Vice President of Human Resources & Dean of Students  
**Per Policy 106 - <http://asicalstatela.org/sites/default/files/content/upload/2015/11/policy-106-personnel-performance-appraisal-policy-106.pdf>**  
Appraisal Process
  - 5.3.1 The appraisal process consists of three steps:
    - 5.3.1.1 Self-Appraisal – The employee has the option of completing a “Self-Evaluation”
    - 5.3.1.2 Peer-Appraisal – **The A.S.I. Executive Director and committee chair will identify stakeholders (e.g. Board of Directors, A.S.I. Members, etc.)** who will be asked to participate in the review process. Each participant will be asked to complete the “Employee Evaluation Appraisal” form.
    - 5.3.1.3 Supervisor Appraisal – The employee will participate in a conference where the supervisor’s appraisal, peer appraisals, and the self-appraisals are reconciled and the employee is counseled as to the nature of the work performance. During the supervisor appraisal, the employee and the area manager will:
      - 5.3.1.3.1 review job description - agree to changes
      - 5.3.1.3.2 review each item/rating/comments
      - 5.3.1.3.3 try to come to agreement on items/rating/comments - negotiation is encouraged
      - 5.3.1.3.4 agree to changes as necessary

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- 5.3.1.3.5 review the three (3) most important aspects of job performance
- 5.3.1.3.6 develop three (3) annual goals/performance
- 5.3.1.3.7 employee/supervisor discusses the recommendation for the merit salary adjustment.

- **Dean of Students** Monday, May 9  
Returns Staff evaluations to the Executive Director
- **Executive Director reviews evaluations with staff members** Monday, May 9 – 16  
**A.S.I. President reviews evaluation with Executive Director**
- **A.S.I. Personnel Committee** reviews staff evaluations provided Tuesday, May 17  
by the A.S.I. President and Executive Director and takes action
- **A.S.I. Board reviews the A.S.I. Personnel Committee** Thursday, May 26  
**Recommendation** regarding the Executive Director & staff evaluation  
and takes action



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