

Executive Director & Professional Staff Official Performance Appraisal Timeline 2020-2021

Annual Feedback Evaluation

- **Evaluations are distributed to Board of Directors and Stakeholders** **March 9-13, 2020**
- **BOD Members Deadline for ASI President Evaluations to be delivered to** **Friday, March 13, 2020**
Susan L. Varela, Associate Vice President of Human Resources
Management Submit to Administration Building 6th Floor – Adm 606
- **Directors Complete their evaluations Fulltime Staff** **Friday, March 13, 2020**
& deliver to ASI President to review
- **Evaluation results are compiled by HR** **March 16-20, 2020**
Susan L. Varela, Associate Vice President of Human Resources
Management **April 13-17, 2020**
- **ASI President Completes evaluations and Review of** **March 16-20,2020**
FT Staff & delivers to Dean of Students/ VP for
Student Life **April 13-17, 2020**
- **ASI President reviews results with** Susan L. Varela, **March 23- 27, 2020**
Associate Vice President of Human Resources & Dean
of Students **April 13-17, 2020**

Per Policy 106 - Appraisal Process

- 1.1 Appraisal Process
 - 1.1.1 The appraisal process consists of three steps:
 - 1.1.1.1 Self-Appraisal – The employee has the option of completing a “Self-Evaluation”
 - 1.1.1.2 Peer-Appraisal – The ASI Executive Director and the Personnel committee chair will identify stakeholders (e.g. Board of Directors, ASI Members, etc.) who will be asked to participate in the review process. Each participant will be asked to complete the “Employee Evaluation Appraisal” form.

- 1.1.1.3 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:
 - 1.1.1.3.1 review job description - agree to changes
 - 1.1.1.3.2 review each item/rating/comments
 - 1.1.1.3.3 try to come to agreement on items/rating/comments - negotiation is encouraged
 - 1.1.1.3.4 agree to changes as necessary
 - 1.1.1.3.5 review the three (3) most important aspects of job performance
 - 1.1.1.3.6 develop three (3) annual goals/performance
 - 1.1.1.3.7 employee/supervisor discusses the recommendation for the merit salary adjustment.
- 1.1.1.4 Appraisal Conflict – If an employee disagrees with the evaluation, they may:
 - 1.1.1.4.1 attach a letter to the evaluation.
 - 1.1.1.4.2 ask for a review by the ASI Administrative Office
 - 1.1.1.4.3 file a formal grievance

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| □ Dean of Students | Friday, March 27, 2020 |
| Returns Staff evaluations to ASI President | Friday, April 17, 2020 |

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| □ ASI President reviews evaluations with staff members | April 6-10, 2020 |
| | April 20-24, 2020 |

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| □ ASI Personnel Committee reviews staff evaluations provided by the ASI President and takes action | Tuesday, April 28 or |
| | May 5, 2020 (Special meeting) |

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| □ ASI Board reviews the ASI Personnel Committee Recommendation regarding the Executive Director and takes action | Thursday, April 23, 2020 |
| | Thursday, May 7, 2020 |