

## PROCEDURE on Administrator Evaluation

Number 2.2.0.2

### Goal Setting - during July-August of each year:

Managerial goals, linked to the institutional and departmental strategic plans, for the ensuing year are established between individual managers and their respective supervisors. Goals may be adjusted throughout the year as required.

### Performance Evaluation - during October - December each year:

Each supervisor will conduct a performance evaluation with each manager under his/her supervision. The performance evaluation shall consist of a completed performance evaluation form documenting the accomplishment of management goals and position responsibilities to date. Supporting data/comments for the evaluation ratings are required. Any adjustments to the goals should be made at this time. During this performance review, the supervisor should reinforce the strengths of the manager and discuss areas for improvement. If non-retention for the succeeding year appears to be a possibility at this time, the person should be so advised; however, notice at this time is not a prerequisite for termination.

### Performance Assessment - before May of each year:

Each supervisor will conduct a performance assessment of each manager under his/her supervision. The assessment shall include an evaluation of the degree and success with which goals and position responsibilities have been accomplished for that year. The assessment shall also include mention of managerial strengths as well as continuing areas for improvement. Where goal position responsibility accomplishments do not indicate satisfactory performance and/or where areas for improvement remain of significant concern, the supervisor may recommend non-retention for the succeeding employment year.

During these sessions, the supervisor should determine the following:

1. Has the manager demonstrated adequate accomplishment of goals for this evaluation period?  
If not, identify specific goals requiring more attention.
2. Has the manager fulfilled the responsibilities of his/her position? If not, specify where improvement is necessary.
3. Areas of strength and areas of improvement for the manager.
4. What can be done for the supervisor and employee work together more effectively?
5. How can the supervisor support the employee in their position/career?

The supervisor and employee should sign and date the written performance evaluation. The original document should be retained for the employee's personnel file and another copy should go to the employee.

After the performance assessment, the written performance evaluation will be finalized with any conclusion of the supervisor's recommendation for probation or non-retention.

#### Probationary and Transitional Performance Evaluations

All newly hired administrators shall serve a 3-month probationary period of active work. An administrator that transfers to another administrative position shall serve a 3-month transitional period of active work. At the beginning of time served in the new position managerial goals, linked to the institutional and departmental strategic plans, for the ensuing year are established between individual managers and their respective supervisors.

Supervisors will conduct a performance evaluation with each manager under his/her supervision no later than two weeks prior to the end of the probationary/transitional period. The performance review shall consist of the completed performance evaluation form documenting the accomplishment of management goals and position responsibilities to date. Supporting data/comments for the evaluation ratings are required. Any adjustments to the goals should be made at this time. During this performance review, the supervisor should reinforce the strengths of the manager and discuss areas for improvement. The probationary/transitional written performance evaluation will be finalized with any conclusion of the supervisor's recommendation for retention, probation, or non-retention. Administrators retained after the probation/retention period will be moved to the annual evaluation cycle.