PERFORMANCE REVIEW POLICY

Purpose
To ensure that staff perform their job to the best of their ability, it is important that they be recognized for good performance and receive appropriate suggestions for improvement when necessary.

Scope
This policy applies to all staff. The Director of Human Resources will be responsible for the oversight of this policy in coordination with the Vice President for Planning & Finance having executive oversight.

Conditions
Each year, both part-time and full-time faculty are evaluated in accordance with the performance evaluation criteria as determined in the Faculty Manual. This includes, but is not limited to, course evaluations from students each term, Dean of Faculty and/or Division Director classroom observations, and the Promotion & Tenure process.

The President is also evaluated each year by the Board of Trustees Leadership and through the Executive Committee of the Board of Trustees. This evaluative process includes performance as well as establishing a comprehensive compensation package.

The Vice Presidents of the University undergo an annual performance review by the President, consistent with this Policy. In addition, the President produces an annual performance evaluation of each Vice President and receives *Advice and Consent* from the Board of Trustees prior to the execution of a new annual contract.

Policy
Consistent with this goal, an employee's performance will be reviewed by the appropriate supervisor on an ongoing basis. Each "full-time" and "part-time" employee will receive periodic reviews of their performance - the first will occur within the first three months of employment and may be an informal verbal review or a formal written review. Formal written reviews will be conducted annually thereafter, on or before the end of each fiscal year. In addition, if promoted or transferred to a new position, an employee's performance will be reviewed within the first three months of employment and may be an informal verbal review or a formal written review. It is the responsibility of the direct supervisor to conduct the initial performance reviews.

Annual formal written reviews will be conducted on or before the end of each fiscal year. The formal written review shall consist of a formal meeting between the employee and their direct supervisor, plus written documentation of the review using the Schreiner University Performance Review forms. Performance reviews are to be signed by the supervisor and the employee and sent to the Office of Human Resources for the employee's personnel file. An employee may attach a personal statement of response to the written review. *Note: Performance Review forms are located on the Human Resources tab of Schreiner One.*
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If an employee has not received a performance review in accordance with the above time frames, it is the employee's responsibility to notify their supervisor in writing about this matter.

All written reviews will be based on the employee's overall performance in relation to their job responsibilities and will also take into account conduct, demeanor and record of attendance and tardiness. In addition to the regular reviews above, the supervisor may conduct special written reviews at any time to advise the employee of the existence of performance or disciplinary problems. *Note: A Performance Improvement Plan (PIP) form is located on the Human Resources table of Schreiner One.*

A performance review is not a contract or a commitment to provide compensation, adjustment, bonuses or continued employment. Appraisals are only one of several factors that the University uses in connection with compensation, promotion, and retention decisions. Any comments made on the review by a supervisor or other University representatives, or statements made by such individuals should not be construed as a promise or guarantee of employment, since circumstances may change in the future, including business conditions and performance.

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