

Utah Tech University Policy

327: Staff Performance Evaluations



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I. Purpose

- 1.1 To establish an ongoing, systematic evaluation policy and process of how well a staff employee at Utah Tech University (“the University”) is carrying out the duties and responsibilities of their current job. Evaluations are used to:
 - 1.1.1 Provide feedback on how well job duties and responsibilities are being accomplished within a uniform standard applied equally and objectively by supervisors to all staff employees.
 - 1.1.2 Increase communication between the supervisor and the employee, including goal setting, assessing previous goals, recognizing excellence, improving efficiency, and ensuring that the job description for each staff position is up-to-date and accurate.
 - 1.1.3 Assist Human Resources planning by identifying individuals whose present performance and future potential warrant promotion and/or identifying individuals whose performance on the present job does not meet standards and indicates the need for corrective and disciplinary action, demotion, or termination.
 - 1.1.4 Assist in improving staff employee hiring processes.
 - 1.1.5 Identify training and development needs.
- 1.2 The end goal is to create effectiveness of employees and promote general and career development.
- 1.3 Staff performance evaluations are to be the culmination of performance within a year or specific time period’s ongoing evaluation and communication, both formal and informal. This policy covers the formal

evaluation process and is not intended to be the only form of evaluation an employee receives.

II. Scope

- 2.1 This policy applies to all full-time staff employees (see University Policy 301) and Athletic Coaches (see University Policy 328). Evaluations for faculty are covered under University Policy 641 and Policy 642, with additional information about part-time instructor evaluation covered under University Policy 638. Part-time staff employees and part-time Athletic Coaches may be evaluated by supervisors as desired (performed on a fixed cycle deemed appropriate by the department), but formal evaluations for part-time staff employees and part-time Athletic Coaches are not required due to their at-will employment status.

III. Definitions

- 3.1 **Administrative Evaluation:** An additional periodic staff performance evaluation process completed for each vice president and each college dean, consisting of gathering feedback and evaluation of said administrators from randomly selected faculty or staff members at the University, both within and outside of the administrator's division/college, as well as non-employees or constituents as relevant to the administrator's assignment. An Administrative Evaluation may also occur periodically for other President direct-reports (who are not vice presidents), as well as direct-reports to a vice president or President direct-report, at the request of the President, vice president, or President direct-report.
- 3.2 **Evaluation Cycle:** A defined time period where performance is assessed and measured, then documented with Human Resources as part of the review process.
- 3.3 **Evaluation Forms:** Documentation established and approved by University administration that is completed by the employee (through self-evaluation and reflection) and their supervisor during the Evaluation Cycle. Supervisor forms include establishing goals with the employee and assessing employee competency factors such as teamwork, communication, initiative, problem-solving, etc., on a rating system.
- 3.4 **Evaluation Meeting:** A face-to-face meeting between the employee and their supervisor to go over the employee self-evaluation and their supervisor evaluation of the employee.
- 3.5 **Presidential Evaluation:** The performance evaluation process of a

University President as outlined in Utah Board of Higher Education Policy R209.

IV. Policy

- 4.1 Staff performance evaluations will occur on the following cycles:
 - 4.1.1 Staff outside of their probationary period will be evaluated annually, with a deadline set and announced by Human Resources.
 - 4.1.2 Athletic Coaches will be evaluated annually, with the deadlines aligning with the sports season schedule outlined in University Policy 328.
 - 4.1.3 Staff and Athletic Coaches within their probationary period will be evaluated under the guidelines provided in University Policy 325.
 - 4.1.4 Administrative Evaluations will occur every three years for each vice president or college dean but may be done annually or biannually (at the request of the President or Provost) if the situation warrants or is deemed necessary and useful. Administrative Evaluations for President direct-reports (who are not vice presidents) or direct-reports of a vice president or President direct-report may also occur once every five years, upon request of the President or vice president.
 - 4.1.5 A midyear or mid-cycle performance evaluation outside the established annual schedule may be requested by an employee, their supervisor, their vice president, and/or Human Resources.
- 4.2 Intermediate supervisors (or the supervisor of management-level employees as needed) evaluate their subordinates. Face-to-face meetings between the employee and their supervisor are to be held as part of the evaluation process.
- 4.3 Evaluation Forms, timelines, and evaluation information hosted on the Human Resources webpage will be reviewed annually by Human Resources and University administration. Updates (if needed) will be made before notifying the University of the Evaluation Cycle.
- 4.4 All Evaluation Forms must be turned into Human Resources upon completion. Completed evaluation forms are kept in the employee's personnel file. Active employees may retain a copy of their evaluation and will be given access to a copy of their evaluation forms within a Human Resources-approved employee information system.

- 4.5 The performance of the President will be evaluated by the Utah Board of Higher Education and University Board of Trustees as outlined in Utah Board of Higher Education Policy R209.

V. References

- 5.1 University Policy 301: Personnel Definitions and Classifications
- 5.2 University Policy 325: Probation
- 5.3 University Policy 328: Athletic Staffing
- 5.4 University Policy 372: Corrective and Disciplinary Action
- 5.5 University Policy 638: Part-Time Instructor Track Faculty
- 5.6 University Policy 641: Faculty Retention, Tenure, and Promotion
- 5.7 University Policy 642: Post-Tenure Review
- 5.8 Utah Board of Higher Education Policy R209, Evaluation of Presidents

VI. Procedures

- 6.1 Staff and Athletic Coach Evaluation Forms are to be completed by the employee and their supervisor based on the performance of the employee during the defined Evaluation Cycle.
 - 6.1.1 Failure of employees to complete and/or turn in self-evaluations may be subjected to corrective action as outlined in University Policy 372.
 - 6.1.2 Failure of supervisors to complete and/or turn in Evaluation Forms to Human Resources will be subjected to corrective action as outlined in University Policy 372.
- 6.2 Evaluation Forms are found within the Human Resources-approved employee information system and upon request from Human Resources. Employee and supervisor signatures are required on the Evaluation Forms.
 - 6.2.1 An employee signature is not construed as agreement with the evaluation.
 - 6.2.2 No alterations or additions will be made to completed Evaluation Forms once they are signed and returned to Human Resources.
 - 6.2.3 An employee is entitled to attach a rebuttal and/or explanatory

statement to the Evaluation Form. Appeals are to be presented in writing to Human Resources and/or the next higher-level supervisor within ten (10) working days of when the evaluation is signed and submitted by the supervisor.

6.3 Next-level supervisors will review Evaluation Forms for subordinates with subpar overall performance (e.g., less than proficient) or as requested or at the request of Human Resources.

6.4 Administrative Evaluations will be conducted by the President (for each vice president) and the Provost (for each college dean) on the timeline outlined in Section 4.1.3, using the following guidelines:

6.4.1 Faculty and staff employees will be randomly selected to participate in the evaluation. Participants can include subordinates, co-workers, as well as non-employees or constituents as appropriate to the administrator's assignment.

6.4.1.1 The President or their designee will randomly select between seven to ten (7-10) individuals to participate in an ad-hoc Administrative Evaluation committee. This committee will include at least one (1) vice president direct-report, two (2) non-direct reports within the division, and two faculty or staff employees outside the division. The committee will query both inside and outside the vice president's division for input and will query non-employees or constituents as appropriate to the vice president's assignment.

6.4.1.2 The Provost will randomly select between seven to ten (7-10) individuals to participate on an ad-hoc Administrative Evaluation committee. This committee will include at least one (1) department chair within the college, one (1) staff member within the college, one (1) representative from the Faculty Senate, and one (1) student majoring within the college. The committee will query faculty and staff both inside and outside the division, additional students, and/or non-employees or constituents as appropriate to the dean's assignment.

6.4.2 The Administrative Evaluation will consist of two parts:

6.4.2.1 An evaluation survey that addresses specific competencies such as communication, leadership, management, teamwork, problem solving, etc.

- 6.4.2.2 Interviews of faculty, staff, and constituents, using evaluative measures as determined by the President, Provost, and Human Resources.
- 6.4.3 The ad-hoc Administrative Evaluation committee determines the survey audience and works with Human Resources to send out the evaluation survey to faculty, staff, students, and/or constituents for completion, as well as schedules interviews to complete. All responses will be kept confidential and must include the respondent's name; anonymous responses will not be considered. The ad-hoc Administrative Evaluation committee chair and/or Human Resources submits all responses and interview information to the President or Provost for review.
- 6.4.4 The President or Provost will present a summary of the Administrative Evaluation responses (without names) separately at the time of the annual Evaluation Meeting with each vice president or college dean. The evaluated administrator's supervisor (President or Provost) and Human Resources retain the only copies of the administrator evaluation responses with names. As needed, the President or Provost can build a professional development plan with the vice president or dean as a result of an Administrative Evaluation. Such professional development plans can be kept with the Administrative Evaluation and turned into Human Resources as part of the standard Evaluation Forms.
- 6.4.5 Vice presidents and/or President and/or President direct-reports who wish to complete an Administrative Evaluation for one of their direct-reports not specified above will contact Human Resources prior to the start of the annual Evaluation Cycle to initiate this process. For such Administrative Evaluations:
 - 6.4.5.1 No ad hoc Administrative Evaluation committee is required.
 - 6.4.5.2 Evaluation surveys will be sent to random F/T faculty or staff for completion, as designated by the President, vice president and/or President direct-report, in consultation with Human Resources.
 - 6.4.5.3 The President, vice president and/or President direct-report will present the Administrative Evaluation responses separately at the time of the annual Evaluation Meeting with each direct-report, utilizing the same procedure as outlined above in section 6.4.4.

VII. Addenda

- 7.1 Human Resources webpage: <https://humanresources.utahtech.edu/>. Staff Evaluation materials are listed under the “Employee Training & Professional Development” section.

Policy Owner: Executive Director of Human Resources

Policy Steward: Executive Director of Human Resources, University President

History:

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