



Policy Title: Employee Evaluation Policy

Policy Number: HR.103

Policy Owner: Director of Business Affairs

Responsible Office: Human Resources

Revision Date: 9/14/2017

1. Purpose and Scope

North American University, together with their employees, shall adopt criteria and establish methods of evaluation. Evaluations shall be conducted in compliance with current University policies and procedures. The primary purposes of the annual evaluation are:

- To promote communications between staff and supervisors regarding work performance expectations.
- To provide the employee an opportunity to present an overview of achievements.
- To document quality of performance for job security/increased job security, promotion and merit.
- To assist staff, faculty and management in identifying personal career goals through continuing professional development and training in conjunction with the goals of the university, department and manager.
- To discuss expectations and goals for the upcoming review period.

2. Policy

North American University (NAU) wants to ensure the commitment of faculty, staff and administrators by formal written (annual) and ad hoc (continuous) reviews of their performance to ensure quality and ethical practices are adhered to. The evaluation process is not a disciplinary tool. Problems with work performance should be dealt with immediately and should not be left for the evaluation.

3. Procedures

The employee and his/her supervisor should jointly discuss the performance review, self-evaluation, goals for the upcoming year and determine applicable plans of action. Evaluations should be completed and delivered within 20 business days from date of receipt from HR. The signatures on the Evaluation Form do not necessarily indicate agreement (by the supervisor or the employee), but acknowledge that both have had an opportunity to read and discuss comments on each evaluation form. Within 5 business days of receiving a performance evaluation, an employee may submit a written response to human resources office, to be attached to the annual performance evaluation.

Staff Evaluation Procedure

Self-Evaluation: Self-Evaluations are staff's assessment of their own accomplishments for the fiscal year as well as goals for upcoming year. The employee is responsible for completing the Self Evaluation form in advance of the meeting with his/her supervisor. Self-Evaluations are sent to the employees by the HR Office each year in May. Within 10 business days, a copy of completed self-evaluation should be sent to the HR Office and the supervisor.

The supervisor is responsible for conducting the evaluation, and uses the staff self-evaluation when delivering his/her evaluation to discuss the employee's responses. The supervisor is also responsible for obtaining input from others, as appropriate. This may include input from peers or others being supervised by that employee.

Faculty Evaluation Procedure

Self-Evaluation: Self-Evaluations are faculty's assessment of their own accomplishments for the academic year as well as goals for upcoming year. Faculty member is responsible for completing the Self Evaluation form in advance of the meeting with his/her chair. Self-Evaluations are sent to the faculty members by the HR Office each year in September. Within 10 business days, a copy of completed evaluation should be sent to the HR Office and the Department Chair.

The Department Chair is responsible for conducting the evaluation, and uses the faculty self-evaluation when delivering the his/her evaluation to discuss the faculty member's responses.

Department Chair Evaluation Procedure

Self-Evaluation: Self-Evaluations are Department Chairs' assessment of their own accomplishments for the academic year as well as goals for upcoming year. Department Chair is responsible for completing the Self Evaluation form in advance of the meeting with the VP for Academic Affairs. Self-Evaluations are sent to the Department Chairs by the HR Office each year in September. Within 10 business days, a copy of completed evaluation should be sent to the HR Office and the Provost.

The Provost is responsible for conducting the evaluation, and uses the Department Chair's self-evaluation when delivering the performance review to discuss the Department Chair's responses.

Administrator Evaluation Procedure

Administrators are given a written evaluation each year in June by the President. The President may obtain input from others, as appropriate. This may include input from peers or others being supervised by that administrator.

President Evaluation Procedure

The President is given a written evaluation each year in June by the Chair of Board of Trustees.

4. Who Should Read This Policy

- Faculty and Staff
- Administrators

5. Related Documents and References

- Self-Evaluation form
- Evaluation form