

MEMORANDUM

TO: All Faculty and Staff

FROM: Linda Harber, Associate Vice President, Human Resources and Payroll

SUBJECT: 2011 Fall Performance Appraisals

DATE: August 30, 2011

Performance Appraisals

While the Commonwealth was unable to provide a pay increase to coincide with this year's performance appraisals it is always important that employees receive feedback from their supervisors. Annual performance appraisals are one of many ways to enhance communication, improve morale and convey goals and expectations.

The information below describes the schedule, deadlines and location of forms to begin the performance appraisal process for each employee type. All completed forms for Administrative/Professional Faculty and Classified employees are sent to Human Resources and Payroll.

Human Resources & Payroll will be offering workshops for supervisors who are new or need to brush up on conducting the appraisals. The workshops discuss Mason's classified employee and administrative/professional faculty performance evaluation processes from first draft to final signatures. The session will also give tips on how to make the most of the performance evaluation meeting, empower supervisors to be able to conduct effective evaluations, and align employees' efforts with supervisor expectations. Please visit <http://hr.gmu.edu/learning/> for more information and to register. Individual consultations on how to maximize the performance evaluation process can also be scheduled by contacting the Employee Relations team at 3-3878.

Instructional Faculty: Academic Units will receive information from their Dean/Director regarding the evaluation process, procedures and deadlines in accordance with the Faculty Handbook.

Administrative/Professional Faculty: Performance appraisals for the period of July 1, 2010 through June 30, 2011 are due in Human Resources and Payroll by October 25, 2011. In the past, evaluations have been completed without the forms reaching us. Our goal is to have 100% of the performance appraisals completed and on file. We appreciate your help in achieving this goal. The appraisal form and self-assessment forms are available on the Human Resources and Payroll website at hr.gmu.edu under "Forms."

Classified Employees: Classified evaluations for the period October 25, 2010 through October 24, 2011 are required and must be received in Human Resources and Payroll by October 25, 2011. Rating definitions, evaluation and self-assessment forms can be found on the Human

Resources and Payroll website at hr.gmu.edu under “Forms”. Classified employees must be afforded an opportunity to complete a self-assessment at least two weeks prior to the performance evaluation meeting. Supervisors must review and consider the self-assessment when completing the performance evaluation.

Supervisors considering extraordinary ratings must have submitted at least one “Acknowledgement of Extraordinary Achievement” form during the performance cycle to be eligible for this rating. Receipt does not guarantee an overall rating of “Extraordinary Achievement.” This form can be found on the Human Resources and Payroll website at hr.gmu.edu.

Supervisors considering unsatisfactory ratings or needing assistance should call the Employee Relations team at 3-3878.

Frequently asked questions will be posted on the Human Resource website at <http://hr.gmu.edu>. Additional questions concerning the performance evaluation process should be directed to the Compensation Team at compteam@gmu.edu.