

## MEMORANDUM

TO: President's Council

FROM: Linda Harber, Vice President, Human Resources, Payroll and Faculty/Staff Life

SUBJECT: 2016 Performance Evaluations

DATE: September 20, 2016

Even with the recent news from the Governor and Richmond central agencies, it is important to remember that conducting performance appraisals and communicating performance feedback to our faculty and staff is essential. Taking the time to communicate successes, expectations and issues to work on are an important part of great workplace engagement and support.

### **Performance Evaluation Guidance and Schedule**

Performance feedback is important year round, both positive and developmental. Performance evaluations:

- help to memorialize results for the past year and help to determine goals for the next
- can add to faculty and staff motivation and engagement
- can be an opportunity to discuss employee strengths, new approaches, and performance expectations

### **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 and Classified Staff Summary**

	For the period	Resources available at	Due date	Where
Admin/Prof. Faculty	7/1/15 – 6/30/16	<a href="http://hr.gmu.edu/forms">http://hr.gmu.edu/forms</a>	10/24/16	HR & Payroll, MSN 3C3
Classified Staff	10/25/15 - 10/24/16	<a href="http://hr.gmu.edu/forms">http://hr.gmu.edu/forms</a>	10/24/16	HR & Payroll, MSN 3C3

### **Administrative/Professional Faculty**

- For the 2016 cycle, please use the new form combining the self-appraisal and the supervisor evaluation. All forms can be found on the [HR & Payroll forms page](#).
- We will accept previous versions of the admin/professional faculty evaluation.

### **Classified Employees**

- On the [HR & Payroll forms page](#), you can find rating definitions, evaluation, self-assessment, and "Acknowledgement of Extraordinary Achievement" forms.
- Some key points for supervisors
  - Self-Assessment
    - Please ensure that employees have an opportunity to complete a self-assessment at least two weeks prior to the performance evaluation meeting. Review and consider the self-assessment when completing the performance evaluation.
  - Extraordinary or Unsatisfactory Ratings
    - Please remember that prior to giving an extraordinary rating on the performance evaluation, employees should have received at least one "Acknowledgement of Extraordinary Achievement" submission during the performance cycle. Please note that receiving such an acknowledgement does not guarantee an overall rating of "Extraordinary Achievement."
    - Please contact the Employee Relations team at 3-3878 if you need assistance or are considering an unsatisfactory rating for someone.

## **Important Information**

### **Performance Increases**

The Commonwealth Department of Human Resources has officially informed us that agencies cannot provide performance raises during FY17 (July 1, 2016 to June 30, 2017). However, we always encourage supervisors to consider providing employees with more flexibility in how, when, and where they can work through the use of [flexible work options](#). Please also remember to submit [Outstanding Achievement Award Nominations](#) by October 3<sup>rd</sup> to recognize your employee's achievements.

### **Managing Risks & Hazards**

Environmental Health & Safety has requested that managing risk and hazards be included as part of the performance appraisal process.

- Employee Work Profiles (EWP) should include whether the position is designated and/or serves as a safety liaison.
- Administrative/Professional faculty position descriptions and Classified staff EWPs should include a statement that "identifying and managing work related risks" is part of the Confidentiality and Compliance section.

### **Span of Control**

The number of benefitted direct reports a supervisor or manager has is referred to as his or her "span of control." The Joint Legislative Audit & Review Commission (JLARC) requires each Virginia public four-year higher education institution to develop standards that establish and promote broader spans of control for supervisors with six or fewer direct reports. For now please:

- Continue to work with Workforce Planning as we verify supervisors.
- If reporting relationships change (e.g., due to reorganization) please have your HR Liaison complete a [Timesheet Approver/Supervisor Change Form](#) and send to HR.
- Note: Mason has hired a consultant to review and recommend standards and protocols for our spans of control per JLARC requirements.

### **Due to the JLARC requirement, please update the following documents:**

- org charts
- position descriptions
- employee work profiles
- flexible work agreements
- supervisory assignments
- please send updates to: **HR & Payroll, MSN 3C3**

### **Training and Questions**

- Human Resources and Payroll will be offering workshops for supervisors on conducting the appraisals, including the new components of purchasing and the Mason Values. 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.
- Frequently asked questions will be posted on the Human Resource website at <http://hr.gmu.edu>. If you have additional questions, please email [workplan@gmu.edu](mailto:workplan@gmu.edu) or call 3-2600.
- Accrediting standards set by the Southern Association of Colleges and Schools' Commission on Colleges (SACS-COC) requires that universities regularly conduct evaluations of both faculty and staff. Questions may be directed to Claudia Rector, Assistant Provost for Academic Affairs, at [crector@gmu.edu](mailto:crector@gmu.edu).