

MEMORANDUM

TO: President's Council

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

SUBJECT: 2014 Performance Evaluations

DATE: August 28, 2014

It is once again time to start the 2014 annual performance evaluation process. 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. The performance conversation can add to faculty and staff motivation and engagement, as well as being an opportunity to discuss new approaches and performance expectations.

The information below describes the schedule, deadlines and location of forms to begin the performance appraisal process for all Mason employee types. Faculty and staff hired prior to July 24, 2014 will need to be evaluated for the current 2014 performance year.

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, 2013 through June 30, 2014 are due in Human Resources and Payroll by October 24, 2014. 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, 2013 through October 24, 2014 are required and must be received in Human Resources and Payroll by October 24, 2014. 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.

Friendly Reminders:

This is also an opportune time to review and update position descriptions, employee work profiles, and flexible work agreements. Please send current forms for administrative and professional faculty and classified positions to us along with the performance evaluation. Please also submit updated organizational chart(s) for your unit/school.

Accrediting standards set by the Southern Association of Colleges and Schools' Commission on Colleges (SACS-COC) require 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.

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 or call 3-2600.