

2019 Performance Evaluations Instructions and Guidance

This document outlines the 2019 performance evaluation cycle. Although, at the time of this document, no statewide general or specific role-targeted salary increases are scheduled for implementation during fiscal year 2020, it is important to remember performance evaluations and communicating performance feedback to our faculty and staff is essential. Taking the time to have conversations about performance, successes achieved, goals for the future, and what is supporting or hindering an individual's success promotes greater connection to their work, increased engagement in the workplace, and higher levels of productivity.

Who is being evaluated?

Classified staff hired prior to July 25, 2019, and Administrative Professional Faculty hired prior to April 1, 2019, will be evaluated for the current 2019 performance year (evaluation periods are outlined below).

Why is performance evaluation important?

Performance feedback is important year round as both positive and constructive feedback supports professional and personal development. Performance evaluations:

- Help memorialize results for the past year and help determine goals for the next year
- Promote engagement and motivate faculty and staff because time is taken to reflect on successes and strategize for future growth opportunities
- Facilitate conversations exploring employee strengths, new approaches, and clarify performance expectations.

How are performance evaluations completed?

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

Type	For the period	Resources available	Due date	Where
Admin/Prof. Faculty	7/1/18 – 6/30/19	Performance Evaluation Forms	10/15/19	HR & Payroll, MSN 3C3
Classified Staff	10/25/18 - 10/24/19	Performance Evaluation Forms	10/24/19	HR & Payroll, MSN 3C3

- We are working to transition to our online performance evaluation system and will pilot it with a few units this performance cycle with the goal of launching it more widely for the 2020 performance cycle.

Administrative/Professional Faculty

- For the 2019 cycle, please use the updated form combining the self-appraisal and the supervisor evaluation. All forms can be found on the [Classification and Compensation Performance page](#).

Classified Employees

- On the [Classification and Compensation Performance page](#), you can find rating definitions, evaluation, self-assessment, and “Acknowledgement of Extraordinary Achievement” forms.
- A few key points for supervisors:
 - Self-Assessment
 - It is at the manager’s discretion to require self- assessments as they are not required by DHRM. However, we strongly encourage managers to make this a standard part of the performance evaluation process.
 - Please provide employees ample time to complete a self-assessment (at least two weeks in advance of the performance evaluation meeting is recommended), allowing time to review and consider the self-assessment when completing the performance evaluation.
 - Exceptional or Unsatisfactory Ratings
 - Prior to giving an Exceptional 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 “Exceptional.”
 - Please contact the Employee Relations team at 3-3878 if you need assistance or are considering an Unsatisfactory rating for an employee.

Important Information

Questions

- Individual consultations on how to maximize the performance evaluation process can be scheduled by contacting the Employee Relations team at 3-3878.
- Frequently asked questions will be posted on the Human Resources and Payroll website at <http://hr.gmu.edu>. If you have additional questions, please email 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 Janette Muir, Associate Provost for Academic Initiatives and Services, at jmuir@gmu.edu .
- Human Resources and Payroll will be offering workshops for supervisors on conducting the appraisals, including the new components of purchasing and the Core Competencies. Please visit <http://hr.gmu.edu/learning/> for more information and to register.

New Core Competencies

- Both the administrative/professional faculty and classified staff evaluation forms have been updated for the 2019 cycle with new [Core Competencies](#).
- Core Competencies are defined as strategic business objectives to achieve goals set by the university. They may also include behavioral competencies that are critical to the employee’s success.

Managing Risk & Hazards

Environmental Health & Safety has requested that managing risk and hazards are 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 “identifying and managing work related risks” within the Confidentiality and Compliance section.

Thank you for your support and effort in completing your performance evaluations. If you have any questions concerning the 2019 performance evaluations, please email workplan@gmu.edu or call 3-2600.