

## OREGON INSTITUTE OF TECHNOLOGY

### Performance Appraisal of Unclassified Administrators OIT-20-043

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It is the policy of the Oregon Institute of Technology that unclassified administrative staff receive performance appraisal ("evaluation") in a timely and consistent manner. Accurate performance appraisal is an important component of professional and personal development as well as an essential element of a complete and accurate personnel record. Consistent and effective performance appraisal benefits OIT by contributing to the morale, productivity, and on-going development of OIT personnel and their departments.

Therefore, supervisory personnel shall conduct an annual performance appraisal for all unclassified administrative staff under their direct supervision. It is expected that this evaluation will fully and accurately assess the performance of staff in meeting the duties of their position description. The evaluation shall identify any areas of weakness or needed improvement and provide performance and timeline expectations for remedy. The performance appraisal shall assess completion or progress toward completion of previously established goals and may identify future staff development activities. The evaluation will be documented with the current OIT *Administrative Performance Evaluation* form.

1. Performance appraisals shall be completed no later than November 1 of each year. This includes the *Administrative Performance Evaluation* form, including identified "Goals and Objectives" for the coming year, if applicable; and an updated position description.
2. In the case of documented deficient performance, a staff improvement/correction plan shall be developed that includes specific dates for supervisory review of progress. These interim reviews should be documented on the *Administrative Performance Evaluation* form.
3. In the event of multiple appraisals within a budget year, the supervisor shall formally designate the performance appraisal score to be used in establishing salary increases.
4. Human Resources will periodically notify supervisors of performance appraisals that are due by the close of the current evaluation period and maintain records of completed appraisals.

5. Position descriptions of all supervisory personnel will include a position duty of timely and accurate performance appraisals of all assigned personnel. Failure to perform performance appraisal as set forth in this policy may result in the lack of consideration for salary and/or merit increase for the responsible supervisor. Supervisors shall attend training on the proper evaluation of performance and performance appraisal documentation.

Recommended by:

Administrative Council - 1/10/02

President's Council - 1/29/02

Approved: Martha Anne Dow  
Martha Anne Dow, President

Date: January 29, 2002