



POLICY NAME	Staff Performance Evaluation Policy	POLICY NO.	BA435
APPROVING BODY	President/Cabinet	VERSION NO.	02
RESPONSIBLE DEPARTMENT	Business Affairs – Employee Services & Programs		
EFFECTIVE DATE	15-DEC-2014	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

WNMU is committed to fostering a culture of continuous improvement, employee development, and accountability through annual performance evaluations for Staff employees, that assesses their job performance and allows for feedback on their goals, strengths, and areas for improvement.

POLICY:

This policy applies to all staff employees and covers regular performance evaluations conducted for the purpose of employee development, goal-setting, feedback, and recognition.

Performance evaluations will be presented to new employees by their Supervisor before the end of their 90-day probationary period. All other performance evaluations will be presented on an annual basis as scheduled by the department of Professional Development. The Department of Professional Development will document receipt of the evaluation and notify the appropriate Vice President if any departments fail to complete the evaluation process.

Performance evaluations are intended to accomplish the following:

- Involve personnel in the creation of objectives and goals related to their program areas and their own personal and professional growth;
- Review actual performance and accomplishments in the areas of their responsibilities;
- Promote the effectiveness of staff through the types of contributions they might make to the University community that will lead to greater personal and work growth, recognition, and rewards;
- Provide a written record of personnel performance to support personnel decisions such as merit pay, transfers, reemployment, promotions, and continuing appointments;
- Recognize special talents, capabilities, and achievements of employees, and;

- Identify areas of improvement that should be addressed and the means to take corrective action to accomplish measurable goals.

The WNMU Evaluation Forms and discussions between the supervisor and employee should cover the following four general areas:

- Ability to meet all essential duties of the position.
- Any creative and innovative ideas the employee developed during the year.
- Issues that may have occurred during the year, even if those issues had been a subject of corrective action and had been corrected.
- Personal development and growth, such as the completion of certain training courses or special work projects.

PROCEDURES:

Procedures will be provided by Professional Development.