



BOISE STATE UNIVERSITY

University Policy 7300

Professional Employee Performance Evaluation

Effective Date

July 1995

Last Revision Date

April 2013

Responsible Party

Vice President and Chief Financial Officer, (208) 426-1200
Human Resources, (208) 426-1616

Scope and Audience

This policy applies to all University professional employees

Additional Authority

- Idaho Code §67-5309
- Idaho Code §67- 5303B(7)
- Idaho State Board of Education Policy, Section II.D.
- Idaho State Board of Education Policy, Section II.F.
- Idaho State Board of Education Policy, Section II.L.

1. Policy Purpose

To convey requirements to evaluate performance of Professional employees in a manner consistent with Idaho Code and Idaho Administrative Code.

2. Policy Statement

Boise State University's Performance Management System provides an objective evaluation by the immediate supervisor of an employee's performance based on established expectations for the position, and to identify an employee's strengths and weaknesses and where improvement is needed.

Performance evaluations are an important component of employee development and should be used to inform personnel actions such as promotion, transfer, demotion, retention, separation, as well as the affirmative certification for merit increases (including bonuses).

An employee's failure to meet established performance standards may be cause for disciplinary action, up to and including dismissal under State Board of Education Policy, Section II.L

3. Definitions

3.1 Professional Staff

Personnel employed with employment contracts filling permanent administrative positions who are:

- a. Administrative/non-teaching faculty who in their positions and activities are governed by professional policies;
- b. Exempt from the personnel rules of the Division of Human Resources and Idaho Personnel Commission;
- c. Not designated official faculty, adjunctive faculty, or visiting professor on their signed contracts; and
- d. Categorized by the Idaho State Board of Education policies as "Non-classified Employees."

4. Responsibilities and Procedures

4.1 Performance Evaluations

4.1.1. General Principles

The performance evaluation process should ensure that:

- a. Employees perform work that accomplishes the business needs of the University;

- b. Employees clearly understand the quality and quantity of work expected;
- c. Employees receive ongoing information about how effectively they are performing relative to expectations;
- d. Awards and salary increases are consistent with employee performance;
- e. Opportunities for employee development are identified and provided when possible;
- f. Employee performance that does not meet expectations is addressed; and
- g. Management applies performance ratings in a fair and consistent manner.

4.1.2. Requirements

- a. Professional Staff supervisors who evaluate employees should complete training on the performance evaluation process. Performance evaluation documents and online performance management process training are accessible through the HRS website.
- b. Performance evaluations should be conducted by the immediate supervisor and discussed with the evaluated employee who should be allowed to submit written comments regarding the evaluation.
- c. Supervisors are required to manage performance on a consistent basis; this includes timely completion of performance evaluations for all professional staff employees under their direct supervision.
- d. If the immediate supervisor is not the director or department head, the performance evaluation should be reviewed by the director or head of the department who may, prior to completion, refer the evaluation back to the supervisor for modification. Once an evaluation has been signed by the supervisor, the employee, the director and other applicable reviewers, it may not be changed unless the change is the result of a problem solving dispute resolution.
- e. A signature on the evaluation form indicates only that the evaluation was discussed with the employee, not agreement with the evaluation's content. The supervisor should note an employee's refusal to sign the evaluation.
- f. The university shall use the evaluating rating scale established by the Idaho Division of Human Resources. Rating scale specifics are found at the HRS website.

4.1.3 Schedules

Professional staff employees should be evaluated annually by March 1.

4.2 Special Evaluations

- a. If an employee's overall rating is "Does Not Achieve Performance Standards," a special evaluation may be required to document any improvement, continued problems, or new problems. Supervisors should contact HRS for assistance with special evaluations.
 - b. An immediate supervisor can request an evaluation at any time for use to correct a particular problem or acknowledge situations involving an employee's performance.
-

Revision History

March 2012; April 2013