

## **Policy 1307**

### **Performance Evaluation of Administrative & Professional Faculty**

**Date of Current Revision: February 2008**

**Responsible Office: Human Resources**

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#### **1. PURPOSE**

This policy delineates the method for providing annual performance evaluations of administrative and professional faculty members.

#### **2. AUTHORITY**

The JMU Board of Visitors has the authority to establish policy concerning the employment of individuals at the university. Where the board has not enacted specific policy, the authority is delegated to the president.

#### **3. DEFINITIONS**

##### **Administrative Faculty:**

Administrative faculty members are required to perform work directly related to the management of activities of the university, department, or work unit. They typically exercise discretion and independent judgment and generally direct the work of others.

##### **Professional Faculty:**

Professional faculty members must possess advanced learning and experienced acquired by prolonged formal instruction and/or specialized work experience. This category includes such positions as counselors, librarians and other professional positions serving athletics, development functions or activities, education, research, or student affairs.

##### **[A&P Faculty Job Document:](#)**

The required form for conducting performance evaluation. It is available online and consists of:

- Section 1: Job Description
- Section 2: Objectives for the Performance Cycle
- Section 3: Performance Evaluation

#### **4. APPLICABILITY**

This policy applies to all administrative and professional faculty members and all those who supervise administrative and professional faculty members.

#### **5. POLICY**

Each administrative and professional faculty member's performance will be formally evaluated annually.

#### **6. PROCEDURE**

The annual evaluation period for administrative and professional faculty members is July 1 to June 30. Annual performance evaluations are to be conducted between June 1 and Aug. 31 each year. The immediate supervisor must discuss the evaluation with the individual being evaluated and the individual must receive a copy of the evaluation.

The [Administrative & Professional Faculty Job Document](#) must be used to define the employee's job

description, set and track objectives, conduct the annual performance evaluation, and track professional development needs and progress.

Section 1 of the Job Document - the Job Description - must be sent to Human Resources when it is first established and/or written and subsequently when it is changed.

The performance evaluation process includes reviewing the progress of goals and objectives set for the preceding performance cycle as well as setting goals and objectives for the succeeding performance cycle.

The original performance evaluation will be retained in the employee's file in the department office.

Multiple sources of information - e.g. client/customer feedback, feedback on supervisor by subordinates, peer feedback, self-assessment - should be incorporated into the evaluation process.

## **7. RESPONSIBILITIES**

It is the responsibility of each supervisor of an administrative or professional faculty member to formally evaluate the employee's performance annually, which should be the culmination of regular feedback and coaching.

It is the responsibility of the supervisor to work with the employee in completing the Job Description (Section 1) and ensuring it is submitted to Human Resources initially and then re-sent whenever it is updated. (That is the only section of the document that should be copied to Human Resources.) The supervisor should maintain a copy of the entire job document in his or her files. The employee should also be given a copy.

## **8. SANCTIONS**

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

## **9. EXCLUSIONS**

This policy does not apply to instructional faculty member performance evaluation.

## **10. INTERPRETATION**

The authority to interpret this policy rests with the president and is generally delegated to the director of the Office of Human Resources.

Previous version: May 2006

Approved by the President: May 2006

### **Index Terms:**

Evaluation  
Performance