



Policy Number: IV.06
Policy Level: Operating Policy
Originally Issued: July 12, 2013
Reviewed: November 16, 2017
Reviewed: January 15, 2021
Reviewed: March 13, 2023
Policy Owner: President

Policy Implementation: VP for Financial Affairs, Chief Human Resources Officer
SACSCOC Standard: 5.4, 5.5 and 6.3

Annual Evaluation of Employees

I. Policy Statement and Purpose

In accordance with provisions of the University [Hiring Practices and Procedures Policy](#) requiring retention of qualified employees, this policy establishes the requirement for annual performance evaluations of employees of the University. The requirements in this policy and the related procedures are aimed at ensuring that employee qualifications and professional development are evaluated using consistent methods and guidelines. These standards are based on comparable practices at other institutions of higher education, and endeavor to ensure that the University is in compliance with applicable state and federal regulations and with the requirements of appropriate accrediting agencies.

This policy applies to all full-time employees of the University with the exception of the University President, who is evaluated according to the rules and procedures of the Board of Trustees.

II. Employee Evaluations

Administrators and supervisors are required to conduct annual performance reviews with written documentation for each full-time employee who reports to them. The primary functions of these annual reviews are to provide feedback that recognizes performance excellence and to address areas of opportunity or areas needing improvement.

Staff employees will be evaluated according to the formats, timelines, and requirements specified in the [Procedures for Staff Evaluations](#).

Faculty members will be evaluated according to the formats, timelines, and requirements specified in the [Procedures for Faculty Evaluations](#).

Senior Administrators will be evaluated according to the formats, timelines, and requirements specified in the [Procedures for Senior Administrator Evaluations](#).



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III. Responsibility for this Operating Policy

Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President remains the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

Responsibility for Policy Implementation

The President has assigned the joint responsibility of implementing this policy to the Vice President for Financial Affairs and the Chief Human Resources Officer.