

Staff Performance Appraisal

Staff with Faculty Rank and

Administrators with Faculty Rank

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| **Staff Member’s Name** |  | **Position Title** |
| **Supervisor’s Name** |  | **Supervisor’s Title** |
| **Appraisal Period** |  |  |

# Overview

Performance appraisal is an important component of Elon’s ongoing staff performance management process. Staff members and supervisors complete a performance appraisal at least once annually and are encouraged to conduct a mid- year review as well to contribute to open, ongoing communication and feedback.

# Instructions

Annual Self-Assessment

Prior to the meeting scheduled to discuss the performance appraisal with the supervisor, each Staff member with Faculty Rank and Administrator with Faculty Rank should formalize and submit to their supervisor an annual self-evaluation, commenting on the criteria listed below as appropriate.

1. Each Support Staff member with Faculty Rank and Administrator with Faculty Rank summarizes the activities and accomplishments of the prior calendar year. Each criterion for evaluation should be addressed, although one criterion is not given priority over another criterion. The list of indicators under a criterion is not intended to be a set of requirements, nor is the list exhaustive.
   1. Activities and accomplishments within the boundaries of his/her job description, including any changes to assigned duties.
   2. Contributions to the Life of the University – Contributions to the university community reflect a commitment to the university and its mission and a willingness to be responsible for the life of the university. Activities that follow are sample indicators of involvement that may apply to support staff:
      1. Leadership and service given to student organizations
      2. Leadership or service to the academic programs
      3. Teaching for-credit or not-for-credit courses
      4. Advising, supervising or mentoring students
      5. Service on appointed task forces and advisory groups
      6. Service on school, college, or university committees
      7. Participation in formal university events
      8. Participation in fund-raising, community relations, admission, trustee and alumni events
   3. Professional Activity – Professional activities should promote the exchange of ideas and acquisition of knowledge and contribute to the advancement of learning in the profession at large. Activities that follow are sample indicators of involvement that may apply to support staff:
      1. Scholarship
      2. Presentations, exhibitions and creative performances of a professional nature
      3. Attendance at professional meetings and conferences
      4. Continued study in one’s field
      5. Grant proposal writing
      6. Leadership roles in a professional organization related to one’s field
      7. Participation in workshops and seminars
      8. Professional involvement within the community
      9. Service as a consultant
2. Each Support Staff member with Faculty Rank and Administrator with Faculty Rank presents a professional activity/development plan. Plans should focus on the upcoming calendar year, including specific goals and objectives, and related to a long-range professional development plan. Professional Activity/Development plans for the upcoming calendar year (January 2020 to December 2020) for all supervisors should include the answer to the following question: What goals do you have to develop skills necessary to foster a more inclusive climate, enhance understanding in the workplace or learn more about people or traditions that are unfamiliar to you?

After completing the appraisal, both the staff member and supervisor should sign the completed form and send it to the next level supervisor for review. After the form is fully signed, copies should be made for the staff member and the supervisor, with the original being sent to Human Resources for placement in the personnel file.

# Signature

Staff Member’s Signature Date