



POLICY & PROCEDURE MANUAL **North Dakota State College of Science**

Performance Appraisal Policy

Source: NDSCS President

Applies to: All NDSCS Benefited Employees

Purpose: To comply with SBHE policies 604.3, 605.1.6 and NDUS policy 17 regarding annual performance appraisals.

Policy

General

Faculty

All full time faculty members shall receive an annual performance appraisal. Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately weighted in accordance with the terms of the faculty member's job description and contract. Evaluations of all teaching faculty must include significant student input.

Broadbanded Staff and Officers of the Institution

All full time broadbanded staff and officers of the institution shall receive a performance review at the completion of their probationary period and at least once a year thereafter.

Part-Time Employees

Part-time employees who work 19 hours per week or less for at least 19 weeks each year are not subject to this policy. Supervisors of part-time employees are encouraged to complete performance appraisals on a yearly basis.

Guidelines for all Reviews

- A mutual review of job responsibilities ensuring they continue to accurately represent the employee's contributing role in departmental objectives and the institution's overall mission;
- A mutually agreed upon performance development plan which includes a review and discussion of the progress made in accomplishing goals established within prior year performance plans;
- Determination of an individual's future training needs including necessary resources to achieve the goals as established within the performance development plan; and
- Solicitation and follow-up on suggestions for continuous improvement of organizational processes and systems within which the individual works.

Sustainability

- Administration and/or HR office is responsible for ensuring all department chairs and supervisors receive training on conducting the performance appraisal process. This will include how to conduct meaningful appraisals, proper completion of performance appraisal forms, and a process timeline.
- A completed performance appraisal that is less than 12 months old shall be on file in the HR office on June 30 of each year.
- It is the supervisor's responsibility to initiate and complete an employee's annual performance appraisal. It is the employee's responsibility to participate and complete their portion of the annual performance appraisal.
- Each employee will develop and maintain appropriate goals on an annual basis.
- The employee's immediate supervisor will forfeit salary increases if the employee has completed his or her portion of the performance appraisal but the supervisor has not. Likewise, the same forfeiture of salary increases will occur if the employee's immediate supervisor has completed his or her portion of the appraisal but the employee has not.
- Lost salary increase dollars are not eligible for back-pay or special payments to mitigate lost compensation.

Good Faith

Incomplete reviews or reviews not applicable to the employee will not be considered current. The HR Executive Director, in consultation with the appropriate Division Vice President, will address reviews that are not completed in good faith.

Flexibility

Exceptions to this policy will be made by the President (or designee) on a case-by-case basis. On the 1st of each month the HR office will notify all supervisors of employee annual performance appraisals yet to be completed. Additional reminders will be sent to supervisors on June 10th and June 20th.

Reference: SBHE Policy 604.3, 605.1.6.

Where to Obtain Additional Information

You may speak to your supervisor, call the Human Resources Office at 701-671-2903, or email HR at ndscs.hr@ndscs.edu.

Approved by:



President's Signature

2-14-12
Date