2020 Performance Evaluations Guidance

This memorandum outlines the 2020 performance evaluation cycle. Although, at the time of this memo, no statewide general or specific role-targeted salary increases are scheduled for implementation during fiscal year 2021, as always it is important to remember performance evaluations and communicating performance feedback to our faculty and staff is essential. Taking the time to have conversations about performance, successes achieved, goals for the future, and what is supporting or hindering an individual’s success promotes greater connection to their work, increased engagement in the workplace, and higher levels of productivity. Additionally, given the changes that each of us experienced in March as we shifted to telework/remote work status and online teaching, this performance evaluation conversation presents an important opportunity to note the ways in which work shifted, goals changed, and the resulting performance outcomes.

Who is being evaluated?
Classified staff hired prior to July 25, 2020, and Administrative/Professional Faculty hired prior to April 1, 2020, will be evaluated for the current 2020 performance year (evaluation periods are outlined below).

Why is performance evaluation important?
Performance feedback is important year-round as both positive and constructive feedback supports professional and personal development. Performance evaluations:
- Help memorialize results for the past year and help determine goals for the next year
- Promote engagement and motivate faculty and staff because time is taken to reflect on successes and strategize for future growth opportunities
- Facilitate conversations exploring employee strengths, new approaches, and clarify performance expectations.

How are performance evaluations completed?

MasonLeaps Online Performance Management System
Last year we launched a pilot program for our online performance management system. Administrative/Professional faculty reporting up to the Office of the Provost and classified employees in the College of Education and Human Development and Human Resources and Payroll participated. The same groups will continue to use the online system this year and we will open up the system for access on September 21, 2020. We will also have University Life Administrative/Professional Faculty join the pilot evaluation.

Instructional Faculty
Academic units will receive information from their dean/director regarding the evaluation process, procedures, and deadlines in accordance with the Faculty Handbook.
# Administrative/Professional Faculty and Classified Staff Summary

<table>
<thead>
<tr>
<th>Type</th>
<th>For the period</th>
<th>Resources available</th>
<th>Due date</th>
<th>Where</th>
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<tr>
<td>Admin/Prof.</td>
<td>7/1/19 – 6/30/20</td>
<td>Performance Evaluation Forms</td>
<td>10/30/20</td>
<td>HR &amp; Payroll, MSN 3C3</td>
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<td></td>
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<tr>
<td>Classified</td>
<td>10/25/19 - 10/24/20</td>
<td>Performance Evaluation Forms</td>
<td>10/30/20</td>
<td>HR &amp; Payroll, MSN 3C3</td>
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<td>Staff</td>
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## Administrative/Professional Faculty
- For the 2020 cycle, please use the updated form combining the self-appraisal and the supervisor evaluation. All forms can be found on the Classification and Compensation Performance page.

## Classified Employees
- On the Classification and Compensation Performance page, you can find rating definitions, evaluation, self-assessment, and “Acknowledgement of Extraordinary Achievement” forms.
- A few key points for supervisors:
  - Self-Assessment
    - It is at the manager’s discretion to require self-assessments as they are not required by DHRM. However, we strongly encourage managers to make this a standard part of the performance evaluation process and this self-assessment can be quite helpful in providing an opportunity for faculty and staff to note some of the changes, accomplishments, and challenges experienced as part of the shift to telework/remote work.
    - Please provide employees ample time to complete a self-assessment (at least two weeks in advance of the performance evaluation meeting is recommended), allowing time to review and consider the self-assessment when completing the performance evaluation. A brief email sent to your direct reports asking them to complete self-evaluations is a quick way to kick-off the performance management process.
  - Exceptional or Unsatisfactory Ratings
    - Prior to giving an Exceptional rating on the performance evaluation, employees should have received at least one “Acknowledgement of Extraordinary Achievement” submission during the performance cycle. Please note that receiving such an acknowledgement does not guarantee an overall rating of “Exceptional.”
    - Please contact the Employee Relations team at 3-3878 if you need assistance or are considering an Unsatisfactory rating for an employee.

## Questions
• Individual consultations on how to maximize the performance evaluation process can be scheduled by contacting the Employee Relations team at 3-3878.

• Frequently asked questions will be posted on the Human Resources and Payroll website at http://hr.gmu.edu. If you have additional questions, please email workplan@gm.edu or call 3-2600.

• Accrediting standards set by the Southern Association of Colleges and Schools’ Commission on Colleges (SACS-COC) requires that universities regularly conduct evaluations of both faculty and staff. Questions may be directed to Janette Muir, Associate Provost for Academic Initiatives and Services, at jmuir@gmu.edu.

• For those who may need a refresher or some support on how to work within the MasonLeaps Online Performance Management System, we have a tutorial available in MasonLeaps that can be accessed at your convenience. You can sign into MasonLeaps from the Organizational Development and Learning homepage.

• We have created a playlist of LinkedIn Learning videos accessible via MasonLeaps that offers ideas and tips around performance management/evaluation best practices, how to have successful performance feedback conversations, and ways in which to have these conversations successfully – even virtually. Check out MasonLeaps for these resources.

• Human Resources and Payroll will be offering workshops beginning at the end of September for faculty and staff on best practices for successful performance appraisal conversations – encouraging engagement and discussion of future developmental and professional goals. Please visit http://hr.gmu.edu/learning/ for more information and to register.

**Core Competencies**

• Both the administrative/professional faculty and classified staff evaluation forms were updated last year (the 2019 cycle) with new Core Competencies. These are the same competencies on which faculty and staff should be evaluated this year.

• Core Competencies are defined as strategic business objectives to achieve goals set by the university. They also include behavioral competencies that are critical to the employee’s successful performance.

**Managing Risk & Hazards**

Environmental Health & Safety has requested that managing risk and hazards are included as part of the performance appraisal process.

• Employee Work Profiles (EWP) should include whether the position is designated and/or serves as a safety liaison.

• Administrative/Professional faculty position descriptions and classified staff EWPs should include a statement “identifying and managing work related risks” within the Confidentiality and Compliance section.