



**STUDENT DEVELOPMENT AND ENROLLMENT SERVICES  
POLICY**

<b>SUBJECT:</b> Performance Appraisals	<b>Effective Date:</b> 8-28-15	<b>Policy Number:</b> 2-001	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 3

**APPLICABILITY/ACCOUNTABILITY**

The policy applies to all employees (A&P, Faculty, USPS) working for a department within Student Development and Enrollment Services (SDES).

**BACKGROUND INFORMATION**

The job performance of each A&P, USPS, and Faculty employee is to be reviewed (discussed) annually to ensure performance standards are met, to review the employee's position description to enhance communications, and to convey the supervisor's performance expectations for the coming year. Additional reviews may be scheduled by the supervisor at any time to discuss changes in one or more areas of the employee's performance, a change in supervision, changes in job duties or the priority of job duties.

**DEFINITIONS**

**University Support Personnel System.** Is an employment classification commonly referred to as USPS. The majority of employees in this classification are non-exempt from overtime.

**Administrative and Professional.** Is an employment classification commonly referred to as A&P. All employees in this classification are exempt from overtime.

**In-Unit/Out-of-Unit.** References whether the position is part of a bargaining unit. A collective bargaining agreement lays out certain terms and conditions of employment for in-unit employees.

**Senior Leadership Team (SLT).** An Associate Vice President who reports directly to the SDES Vice President.

## PROCEDURES

### USPS Probationary Review

- Upon hire at UCF, USPS employees who are also new to UCF in a regular benefits' earning position must serve an initial six-month probationary period. The department must submit to Human Resources a Probationary Performance Appraisal no later than 30 days following the six month probationary period. If a probationary review is not completed and submitted, the employee automatically attains regular status.
- A department may extend a probationary period for sixty (60) days, if a performance appraisal was submitted within 30 days following the six month probationary period. If a department would like to extend the probationary period, the director must meet with the Assistant Vice President, Personnel and Technology, prior to the appraisal being issued to the employee.

### Annual Performance Review

- Performance Appraisals must be completed annually for all A&P, Faculty and USPS employees.
- The evaluation period for all USPS, out-of-unit A&P and out-of-unit Faculty is January 1 through December 31. It is expected that the evaluation is to be administered to the employee within the six (6) weeks following the end of the calendar year to allow enough time for the original fully executed document to be submitted to Human Resources-Records by February 15.
- The evaluation period for all in-unit A&P and in-unit Faculty is May 7 through May 6. The employee shall submit an annual report to the department director by May 20. It is expected that the evaluation is to be administered to the employee within the next sixty (60) days to allow enough time for the original fully executed document to be submitted to the Assistant Vice President, Personnel and Technology by July 19.
- All performance appraisals require two signatures, to include the employee's immediate supervisor and director. In situations where a director or assistant vice president reports to a Senior Leadership Team member, those will be forwarded to the Vice President for second signature. For individuals who report directly to the Vice President, the Provost will be the second signature.
- In the event a department is planning to issue an evaluation that is less than effective/satisfactory, the director must meet with the Assistant Vice President, Personnel and Technology prior to the appraisal being issued to the employee.
- Employees should sign the evaluation at the time it is administered, as their signature acknowledges that it was presented to them. If the employee refuses to sign the evaluation, it should be noted on the evaluation and the supervisor should get a witness to sign in place of the employee. The witness should preferably be at least one administrative level above the employee.
- Should the employee want to write a response, he/she has the right to make whatever written comments he/she feels necessary, within 5 business days from the date the appraisal is administered. Those comments will then be attached to the fully executed performance appraisal.

## RELATED INFORMATION

UCF Regulations UCF-3.034

[http://regulations.ucf.edu/~regs/pdf/notices/3.034Evaluations\\_finalApr09\\_000.pdf](http://regulations.ucf.edu/~regs/pdf/notices/3.034Evaluations_finalApr09_000.pdf)

2012-2015 BOT-UFF Collective Bargaining Agreement

<http://www.collectivebargaining.ucf.edu/CBA/2012-2015CBA.pdf>

Handbook for A&P and USPS Employees

<http://hr.ucf.edu/current-employees/new-employee-information/handbook-for-ap-and-usps-employees/>

Handbook for Faculty

<http://www.facultyrelations.ucf.edu/docs/FacultyHandbook.pdf>

UCF Policies

<http://policies.ucf.edu>

## RELATED DOCUMENTS

Out-of-unit A&P and Out-of-unit Faculty

[http://hr.ucf.edu/files/Perform\\_Appraisal\\_Form\\_AP.pdf](http://hr.ucf.edu/files/Perform_Appraisal_Form_AP.pdf)

In-unit A&P and In-unit Faculty

<http://www.collectivebargaining.ucf.edu/pages/AESP.htm>

USPS

[http://hr.ucf.edu/files/Perform\\_Appraisal\\_Form\\_USPS.pdf](http://hr.ucf.edu/files/Perform_Appraisal_Form_USPS.pdf)


## CONTACTS

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## POLICY APPROVAL

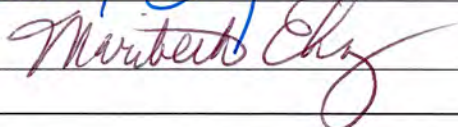
Policy Number: 2-001

SDES Policy Review: 

Date: 8/20/15

SLT Designee: 

Date: 8/21/15

SDES Vice President: 

Date: 8/28/15