

Alcorn State University

The *Performance Review and Evaluation Process* at Alcorn State University is established to provide an annual opportunity for the employee and the supervisor to meet and mutually identify, discuss, and document the job performance of the employee during a specific rating period. It is a tool designed to improve and to enhance the performance of all personnel so that the University's goals are achieved in the most efficient and effective manner.

Performance Reviews

Policy

Alcorn State University, as stated in the IHL Board policy number 407.01 Performance Appraisals, shall conduct performance reviews for all staff members of the University annually and copies must be maintained in Human Resources. The appraisal will be administered by the respective supervisor (rater) and will be reviewed by the next level of supervision (reviewer). It is not mandatory that temporary employees be evaluated; however, it is advisable, specifically in instances of unsatisfactory work performance.

The Employer may conduct unscheduled evaluations whenever necessary and are advisable if an employee's performance is less than satisfactory. The University also reserves the right to initiate unscheduled evaluations.

It is the policy of Alcorn State University to provide an immediate and fair method by which to resolve disputes that may arise between the rater and the employee (see steps below). Failure to process a request for review within the time limits shall constitute termination of the review.

Procedure

- All staff employees should be evaluated annually.
- Temporary employees may be evaluated if deemed necessary by the supervisor.
- Standard Evaluation Forms and additional instructions for conducting a performance evaluation may be obtained from the Human Resources Department.
- The employee's supervisor or manager is responsible for conducting the evaluation with the employee.
- Both, the supervisor and the employee must sign the appraisal form.
- If an employee refuses to sign and wishes to have the performance rating reviewed, he or she must submit to the supervisor (rater) in writing specific reasons for disagreeing with the review within (5) working days.
- The supervisor (rater) must respond to the employee in writing within (5) working days as to the reasons for upholding or changing the rating.
- Failure to process the request in a timely manner shall constitute termination of the review.
- Copies of all responses must be submitted to Human Resources.
- If the dispute is not successfully resolved between the two parties, the employee may file an employee complaint with the Office of Human Resources.
- All evaluations are confidential, and should be handled as such.
- Original Appraisal Forms must be submitted to the Office of Human Resources and placed in the employee's personnel file.