



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
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Performance Management for Staff

Policy:

Alcorn State University adopts the IHL Board policy for Performance Appraisals, Policy Number 4.5.10. Performance Appraisals shall be conducted annually for all staff members, with original copies maintained in personnel files located in the Office of Human Resources. The appraisal will be administered by the immediate 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 required uniform Employee Performance Evaluation Form is located on the Office of Human Resources webpage at https://www.alcorn.edu/uploaded/files/finadmin/hr/Employee_Performance_Evaluation_Form.pdf.

The Employer may conduct unscheduled evaluations whenever necessary. Such evaluations 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 objective 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 established below shall constitute termination of the review.

Procedure:

- All staff employees are to be evaluated annually.
- Temporary employees may be evaluated, if deemed necessary by the supervisor.
- The Employee Performance Evaluation Form may be obtained from the Office of Human Resources webpage.
- The employee's supervisor or manager is responsible for conducting the evaluation, and for reviewing the evaluation with the employee.
- Both the supervisor and employee must sign the appraisal document.

- If an employee wishes to have the performance rating reviewed, he or she must submit an explanation of the specific disagreement(s) to the supervisor (rater), in writing, within five (5) working days following the conclusion of the evaluation.
- The supervisor (rater) must respond to the employee, in writing, within five (5) working days of receiving the review request, detailing the reasons for upholding or changing the rating.
- The supervisor may request a review of the evaluation by the Director of Human Resources, who will carefully review the document and process within five (5) working days of receipt.
- If the Director of Human Resources determines that the reason(s) for disagreement is/are not justified, the Office of Human Resources will consider the matter closed and place the evaluation in the employee's personnel file.
- If the Director of Human Resources determines that the reason(s) for disagreement is/are justified, the evaluation will be reviewed with the supervisor (rater) and a final determination will be made.
- Copies of all responses must be submitted to the Office of Human Resources.
- All evaluations are confidential and must be handled as such.
- Original Appraisal documents must be submitted to the Office of Human Resources for placement in personnel files, but copies should be maintained in departmental files.