

STOCKTON UNIVERSITY



POLICY

Performance Evaluation

Policy Administrator: Director of Human Resources
Authority: N.J.S.A. 18A: 64-1 and N.J.A.C. 4:1-20.1 through 20.4
Effective Date: January 20, 1975; May 30, 2009; August 10, 2010; February 16, 2011
Index Cross-References:
Policy File Number: VI-10.3
Approved By: Board of Trustees

I. POLICY:

- A. The performance of each permanent employee will be evaluated formally by his or her supervisor at least once each year for all those employees who have worked at least three months during the rating period. The performance certification form will be sent to the supervisor two months-prior to the employee's anniversary date. Within fifteen days, the form should be completed and returned to the Director of Human Resources. The form is used to support promotional actions by certification made to the Department of Civil Service, with the evaluation form filed in the employee's personnel file.
- B. The supervisor should discuss the evaluation with the employee. This discussion would not imply employee agreement with the appraisal, but would help to insure knowledge of the evaluation.
- C. Performance evaluations shall be used in determining eligibility for salary increases and decreases, as a factor for promotion, demotions, transfers, and removals, and if unsatisfactory, as a factor in layoffs.
- D. Unclassified staff are also evaluated as part of the process related to contract renewal. The procedures and evaluation criteria will be formulated by each of the respective Vice-Presidents for the unclassified staff members assigned to his department consistent with the overall personnel policies approved-by the Board of Trustees.

Approval History:

	Date
Board of Trustees	2/16/11