

# PORTLAND STATE UNIVERSITY

## ACADEMIC PROFESSIONAL PERFORMANCE EVALUATION GUIDELINES

The following materials have been developed in order to support employees and supervisors in the process of mutually assessing job performance in support of ongoing quality improvement and individual growth. The intent is to develop tools which would fit within the Portland State University work culture, be interactive, and promote communication both during the process of appraisal and during continuing discussions of work in the department. These processes satisfy related contractual obligations to evaluate performance for represented Academic Professionals, but above all, are intended to help provide a focus and vehicle for development of individuals, processes and organizational units.

This evaluation format has been developed by a committee with cross-campus representation coordinated by the Human Resource Center. The new form establishes a common format for all performance evaluations for Academic Professionals. The form is flexible, and allows the development of criteria specific to the job, the department, and the school or college.

### **INTRODUCTION: WHY EVALUATE PERFORMANCE?**

At Portland State University, we believe that our employees are our most important resource. Our ability to educate students and to serve our local and wider community is directly related to the quality of our workforce and their contributions. Recognizing this, the University is committed to working in partnership with employees toward achieving excellence in their individual roles. Review of work performance is an important tool in that process. To be effective, this review must be fair, consistent, and imbedded in the values and principles mutually held by the employee and supervisors.

Included among those values are the following:

- We believe that the work of every PSU employee has an impact upon the educational experience of students and the educational activities of the University;
- We believe that PSU employees are dedicated to providing high-quality service to students and the University;
- We believe that the University is committed to supporting employees in their efforts to ensure that they are able to add the greatest value possible through their work.

We are committed to reflecting these values through performance appraisal processes which embody the following principles:

- Performance reviews are unique opportunities for mutual reflection upon the goals and objectives of work and the improvement of work outcomes;
- Performance reviews should occur on a regular and planned basis;
- Performance reviews should examine not only current performance, but also future developmental objectives of employees.

## **PROCESS**

Performance evaluations for academic professionals are completed annually and the performance review year is the prior twelve months. Three levels of criteria are developed with the participation of the appropriate academic professional employees 1) Job Specific; 2) Departmental 3) Division, school or college.

The year 2000 will be a transition year in moving to the common format and alternative forms which address the required contractual elements may be utilized.

Whenever possible, establishment of criteria for new employees should be established three to six months in advance of the completion of the evaluation.