

CAS GUIDELINES FOR ANNUAL SECRETARY/STAFF EVALUATIONS (for Department Chairs, Program Directors, and Staff)

These guidelines are intended to simplify the evaluation process by 1) creating a collaborative environment in which evaluations are conducted, 2) by clarifying the responsibilities of everyone involved, and 3) by addressing specific areas of strength, need for performance improvement, and ways to help the staff member become more effective (where appropriate). The following list of activities will help establish a new, more efficient process for conducting annual staff evaluations:

1. By the end of May, the chair/program director will schedule and hold a meeting with each individual staff member to discuss performance issues for the current academic year.
2. In preparation for this meeting, the chair/program director and staff member will each compile a list of issues to discuss (see the seven categories on the new Annual Secretary/Staff Evaluation form for guidance); the lists should include both areas of strength and areas for improvement. The intent of this meeting is to allow the staff member to give the chair/program director input for the evaluation, and for the chair/program director to offer feedback prior to the formal written evaluation.
3. At the conclusion of this meeting, the chair/program director and staff member will both sign the **Evaluation Meeting Acknowledgment Form**, which is posted on the CAS web site at <http://www.umflint.edu/cas/>.
4. After this meeting has taken place, the chair/program director will write a 2-page narrative evaluation, using the **Annual Secretary/Staff Evaluation Form**, which will also be posted on the CAS web site. The Chair/program director should submit the Evaluation Meeting Acknowledgment Form, along with the written evaluation, to the Associate Dean by June 15. A copy of the evaluation should be put on file in the department, and a copy should be given to the staff member.