Purpose
The purpose of the annual evaluation of the department staff support is twofold. First, we want to acknowledge the accomplishments of the staff member, work done beyond expectations, and recognize areas that need improvement. The second purpose is to set up the expectations/goals for next year with the intention of promoting professional development and continuous improvement. The results of the annual evaluation will be used in assigning annual merit salary increases.

Collaboration
The Department Chair is the direct supervisor of the staff member, and as such, his/her contributions to the process are extremely important. Departments should have an internal process to obtain input from the staff member as well as all other department faculty members. Finally, the Associate Dean will also contribute to the final evaluation as the staff administrative supervisor.

Process
1. In cooperation with the department faculty, the Chair writes a draft of the evaluation using the “CAS Staff Evaluation Form.” Staff members may choose to provide information such as accomplishments, areas in need of improvement, and professional goals to their chairperson or may be requested to provide other information in support of the evaluation process. Staff members should not, however, be asked to write the actual evaluation.

2. The Department Chair and the staff member should meet and discuss this draft, giving the staff member the timely opportunity to provide his/her input.

3. The final version of the “CAS Staff Evaluation Form” must be signed and dated by both the Department Chair and the staff member, and sent to the Associate Dean’s office. In case of unresolved disagreement, the staff member has the right to attach a separate statement.

4. After May 30th, the Associate Dean will meet individually with staff member to address ways to continue growth in the staff member’s areas of strength, consider ways in which the CAS Dean’s office can offer assistance in areas that need performance improvement, and formulate strategies to achieve his/her goals for the 2014-2015 year.

Timeline
Signed evaluation forms should be submitted to the Associate Dean’s Office no later than Friday May 30th.

Meetings of the staff member with the Interim Associate Dean will take place during the three week period of June 2-20.