

ROOSEVELT UNIVERSITY  
PERFORMANCE APPRAISAL PROGRAM POLICY

In support of Roosevelt University's Mission and Strategic Plan, the Department of Human Resources is introducing a performance appraisal process for all administrators.

A. Roosevelt University Strategic Plan

Goal #2: Attain National Recognition for High Quality Academic Programs

Objective 2.3: Communicate performance expectations and accountability for job descriptions and provide uniform constructive evaluation of faculty and staff.

B. Standards

The Office of Human Resources will monitor the process, especially during the initial years of setting standards, identifying development opportunities, and conducting the actual appraisals. Supervisors will appraise administrators' performance annually. Department managers will review and initial completed appraisals.

C. Performance Appraisal Program Goals:

1. Encourage discussions between employees and supervisors related to work performance and adherence to set rules and procedures.
2. Create measurable and objective standards of performance, to use for future coaching and/or corrective action. Create and/or update job descriptions.
3. Form clear performance expectations allowing employees and supervisors to create development plans to assist employees in meeting their performance goals.
4. The University will consider the use of documented performance evaluations in conjunction with salary adjustments after the first evaluation cycle is complete.

D. The Office of Human Resources will monitor the process and maintain appraisal documents separate from employees' personnel files.

Recommended by:

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