



POLICY SUMMARY

Consistent with Columbia University's policies, The Faculty of Arts and Sciences requires that all officers of administration and non-union support staff receive written feedback about their performance at least once per year. This policy applies to all Officers of Administration and non-union Support Staff of the Faculty of Arts and Sciences.

Staff members covered by a collective bargaining agreement are governed by the provisions of their respective contract. Staff rights and obligations under applicable collective bargaining agreements are not affected by this policy.

POLICY TEXT

The purpose of this policy is to provide supervisors with guidelines on A&S performance review process.

The annual performance evaluation period in A&S is concurrent with the University's academic year (i.e., July 1 through June 30). Supervisors are expected to provide eligible Officers of Administration and non-union Support Staff with written feedback about their job performance at least once during each academic year. An Officer of Administration or non-union Support Staff member is eligible for review during a given academic year if the person was employed at A&S as of April 1 of that academic year.

Each supervisor is required to meet individually with each of that supervisor's eligible direct reports for an annual performance evaluation meeting before the end of performance review period on **May 31, 2019**. The process is intended to promote communication between supervisors and staff members, improve job understanding, and promote more effective job performance. The annual performance process provides an opportunity for an annual assessment of job responsibilities.

The individual staff member completes and provides their supervisor with a copy of their performance self-evaluation. The supervisor should review the performance self-evaluation and document their view of the staff member's annual performance on the performance evaluation form provided by A&S HR. Staff members and supervisors are encouraged to consult the "Top Tips for Conducting Successful Performance Evaluations" in preparing the performance self-evaluation, supervisor review and the performance evaluation meeting.

PROCEDURES

Annual Performance Review Process

1. The supervisor instructs the staff member to prepare a self-assessment using the Performance Evaluation Form.
2. The staff member reviews his or her job description and lists key responsibilities from his/ her position description on the performance review form.
3. The staff member attaches the job description (if applicable) to the form and submits it to the supervisor by no later than **April 19, 2019**.
4. The supervisor and employee arrange a date and time for the review meeting.
5. The supervisor reviews the staff member's self-assessment, and completes the supervisor section of the Performance Evaluation Form. The supervisor combines the employee's self-assessment and their feedback into one document and sends to the employee to review before the one-on-one meeting.
6. The supervisor and the staff member conduct a one-on-one meeting regarding performance. After the meeting, the final performance review form is signed by both the supervisor and the staff member.
7. A completed performance review form is forwarded to A&S HR by **May 31, 2019**. The staff member receives a copy of the completed and signed performance evaluation form.

In the event a staff member has a conflict or concern with the review, this should be documented on the review. The staff member may attach supplementary, explanatory materials to the review form. The staff member's signature on the form simply acknowledges that the performance evaluation form was discussed with the employee.