A9.170 PERFORMANCE EVALUATION OF ADMINISTRATIVE, PROFESSIONAL AND 
TECHNICAL (APT) PERSONNEL 

Excerpts 

2. Objectives 
a. To develop on a system-wide basis a uniform and consistent employee performance 
evaluation program for APT employees; 
b. To facilitate supervisor-employee discussions relative to employee work performance and 
to accomplish this in a supportive climate; 
c. To document information that may be used for determination of employment status, e.g., 
passing probation and acquiring employment security; 

5. Principles 
a. It is important to encourage and facilitate supervisor - subordinate discussions relative to 
employee work performance and to accomplish this in a supportive climate. Timely and 
meaningful discussion between a supervisor and subordinate is a necessary part of the 
evaluation process. Electronic communications should not be substituted for face-to-face 
discussions between a supervisor and subordinate. 
b. Supervisors shall conduct periodic discussions on performance expectations and results 
and to provide positive reinforcement and recognition of outstanding achievements, as well as 
to constructively discuss any needed performance changes to meet performance 
expectations and support the University's mission. 

6. Procedures 
c. Review of Position Description and Performance Expectations 
Prior to or at the beginning of the evaluation period, the supervisor shall meet with the 
employee to review the official position description and work assignments, and discuss the 
supervisor’s expectations for the evaluation period. If the employee believes that the 
performance expectations established by the supervisor are not consistent with the work 
assignments and position description, the employee may request that the performance 
expectations be reviewed for appropriateness by an appropriate level of authority above 
that of the immediate supervisor. When significant changes in duties and responsibilities 
occur, the supervisor will initiate revisions to the position description in accordance with 
Administrative Procedures A9.210 Classification and Compensation Plan for Administrative, 
Professional and Technical Personnel. 

In the event that the employee’s duties and responsibilities significantly change at any time 
during the evaluation period, good management practice requires supervisors to discuss 
with the employee those significant changes in duties and responsibilities, work 
assignments, and performance expectations that will affect the performance evaluation. In
addition, the supervisor shall provide appropriate training and time for the employee to adjust to the changes in assigned duties as determined by the supervisor.

4) Employee’s Performance Does Not Meet Performance Expectations

a) When an employee’s performance does not meet performance expectations, a formal evaluation reflecting a “Does Not Meet” overall rating may be issued at any point in time during the evaluation period or at the end of an evaluation period.
b) Prior to effectuating a formal evaluation reflecting a “Does Not Meet” overall rating, the supervisor shall have reviewed the performance expectations with the employee at the start of the evaluation period, monitored the employee’s work performance during the evaluation period, provided training as necessary, and provided performance feedback to the employee on areas for improvement.

c) Whenever an overall rating of “Does Not Meet” is determined, the supervisor shall provide supporting rationale for the rating. It is the supervisor’s responsibility and an expectation of a supervisor to discuss performance feedback that may have been noted during the evaluation period and rationale for the evaluation with the employee.


When an employee with employment security has been given a formal “Does Not Meet” performance evaluation, the employee shall be afforded an opportunity to improve performance to a level that meets performance expectations.

3) If the employer determines, based on discussions with the employee with employment security, that the employee shall participate in training as part of the employee’s performance improvement program, the six (6) months performance improvement period shall commence following completion of such training. The supervisor shall work with the employee and monitor the performance of the employee during the performance improvement period.

g. Employee Without Employment Security Whose Performance Does Not Meet Performance Expectations

If the work performance of an employee without employment security does not meet performance expectations, the employer shall initiate appropriate action.

In context of expectations, supervisor evaluates 3 categories: competency, quality & quantity
Collective Bargaining Agreements - sections re “quality”

Unit 1, section 9; Unit 3 and Unit 4, ARTICLE 5 - RIGHTS OF THE EMPLOYER

The Employer reserves and retains, solely and exclusively, all management rights, powers, and authority, including the right of management to manage, control, and direct its work forces and operations except those as may be modified under this Agreement.

Unit 7: ARTICLE IX, ACADEMIC FREEDOM
A. ACADEMIC FREEDOM
The commitment to academic freedom in the conduct of research does not imply that a Faculty Member's research is not subject to critical review and judgment as to its quality and significance.