

## Employment Policies

### EVALUATIONS

The Office of Institutional Research and Effectiveness also administers the University's evaluation system. The University's Evaluation system includes evaluation of adjunct faculty, full-time faculty, administrators/supervisors, exempt staff, and hourly staff. The purpose of faculty and staff evaluations at Methodist University is to insure excellence and to serve as an indicator for professional development and progress. Faculty and Staff are evaluated by their immediate supervisor. Faculty and Staff also evaluate their supervisors.

#### **Administrator/Supervisor Evaluation**

This form is used by faculty and staff to evaluate their immediate supervisor and *is administered March 2 - March 27*. Administrators and Supervisors include Vice Presidents, Deans, Department Chairs, and Directors. A copy of the evaluation can be found on the campus intranet at <http://ir/Forms/AdmEvalForm.htm>. The summary report includes the mean and standard deviation for each question according to the following categories: the individual administrator/supervisor, his or her area, and the institution. Also included in the summary report is a copy of the comments made by the respondents. A copy of the summary report is sent to the administrators/supervisors being evaluated, their supervisor, and their area Vice President where appropriate.

#### **Exempt Staff Evaluation**

Exempt staffs who have worked at least three months at Methodist University are annually evaluated by their supervisor by mid June. Exempt Staff from all areas except Student Development and Services are evaluated using a 16-question form. A copy of these forms can be found on the campus intranet at <http://ir/Forms/EmployeeAppraisal1.htm>. That exempt staffs in Student Development and Services are evaluated using an 18-question form a copy of which can be found on the campus intranet at <http://ir/Forms/EmployeeAppraisal2.htm>. The difference in the two forms is a question on Safety and a question on Care of Equipment which are specifically targeted to Student Development and Services staff. Supervisors may supplement this evaluation with a staff self-evaluation where the staff member submits a paragraph outlining their job description, a paragraph outlining his or her accomplishments this year, and a paragraph outlining any improvement he or she would like to make in his or her performance and/or suggestions he or she has on how the performance of the office could be improved. A copy of the evaluation is placed in the employee's personnel file located in the Human Resources Office.

#### **Hourly Staff Evaluation**

Hourly staffs who have worked at least three months at Methodist University are annually evaluated by their supervisor by mid July. A copy of the evaluation can be found on the campus intranet at <http://ir/Forms/EmployeeAppraisal3.htm>. Some areas may elect to evaluate their hourly staff using the Contract Staff Evaluation form. A copy of the evaluation is placed in the employee's personnel file located in the Human Resources Office.