

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 2.6.1

Revised: August 14, 2017

SUBJECT: PERFORMANCE EVALUATIONS

President - The president of the university will be evaluated by the school administrators and other individuals who report directly to the president. The Board of Trustees will also evaluate the president annually.

All evaluations of individuals and units will be treated confidentially. Supervisors and administrators will receive only summary data provided by the Office of Human Resources and will not see individual evaluation forms.

Actions required by classified employees:

1. NLT March 15: Evaluate the immediate supervisor using the [Supervisor Review, \(attachment G\)](#) and forward the completed evaluation to the Office of Human Resources.
2. NLT March 15: Evaluate the appropriate administrative unit (office, campus) using the [Department Review for Staff](#)

Forward completed evaluations to the Office of Human Resources. Provide the employee a copy of the evaluation.

3. NLT April 1: Evaluate the vice president of academic affairs using the [Supervisor Review, \(attachment G\)](#) and forward the completed evaluations to the Office of Human Resources. (Executive directors/campus deans will also evaluate the vice president of external campuses using the same tool and timeframe.)
- 4.

Introduction/Probationary Period - All employees new to the university of are subject to a 90 to 180 day introduction/probationary period evaluation. This period of time is part of the employee selection process and is time for both the newly hired employee and his/her supervisor to determine the employee's suitability to the job. The introduction/probationary period evaluation may be extended to a maximum of twelve months with a written request for the extension by the supervisor to the appropriate cabinet member.

An employee may be dismissed during the introduction/probationary period for any reason except prohibited discrimination; progressive discipline is not necessary. The serving of an introduction/probationary period shall not prevent an employee from being promoted to a position of a higher classification.

Disciplinary Probationary Period - Any university employee who fails to satisfactorily perform the duties and responsibilities of his/her position or to comply with university policies, procedures, and regulations may be subject to disciplinary probation. Supervisors may place an employee on disciplinary probation for up to 30 to 90 days. Employees on disciplinary probation are not eligible for pay increases and may be dismissed for any reason except prohibited discrimination. See University Policy 2.6.2 Progressive Disciplinary Actions policy for more information.

Change of Status Probationary Period - Employees who move into new position within the university because of promotion, demotion, or lateral transfer are placed on a 90 to 180 day introduction/probationary period. During this time the supervisor evaluates how well the employee is learning and performing his/her new duties. An employee may be dismissed during this probationary period for any reason except prohibited discrimination

Contact for Interpretation: Chief Financial Officer

This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 – Revision-title changes
- 06/08/2015 - Revision-addition of Introduction/Probation Period Evaluation section
- 04/22/2015 - Revised-Update of attachments and names of attachments with document
- 10/08/2013 - Reviewed-minor change
- 12/16/2008 - Title Changes
- 04/11/2007 - Reviewed
- 10/01/2004 - Reviewed
- 02/19/1997 - Reissued as policy 2.6.1
- 05/26/1993 - Inception as policy 2.5.1.6