

CAH PERFORMANCE EVALUATION POLICY

USPS Probationary Review

Using the USPS [Performance Review Form](#), written appraisals of a USPS employee's job performance **shall** be conducted during the sixth month of the employee's initial probationary period with the University. However, supervisors have up to 30 days to complete and submit to Suzanne Lin in the Dean's Office. If the probationary review is not completed, the employee will automatically attain regular status.

Annual Review (USPS and A&P) January - December

Thereafter, if the employee's overall performance level hasn't changed, performance appraisals shall be conducted and turned in on the date communicated to you by Suzanne Lin in the Dean's Office.

USPS and A&P employees whose hire date lies between July 1st and December 31st will be exempt from the Annual Performance Review immediately following their hire date.*

However, no USPS employee, regardless of their initial hire date with the University, is exempt from his or her initial 6-month probationary review.

*CAH recommends an informal evaluation be given to an employee to provide feedback on their work to date.

Faculty Evaluations

Effective May 2012, the period under evaluation shall be the academic year. This annual evaluation of in-unit faculty performance should be completed by the faculty member's department chair, school director, or other appropriate unit supervisor. Where the employee reports to more than one supervisor (e.g., joint appointments), each of the employee's supervisors are encouraged to contribute to and sign off on the evaluation.

The purpose of the annual evaluation is to assess and communicate the nature and extent of an employee's performance of assigned duties consistent with Article 10 of the UCF BOT-UFF Collective Bargaining Agreement (CBA).

Original Faculty evaluations are to be submitted to Cathy Radzai in the Dean's Office.

CAH PERFORMANCE EVALUATION PROCEDURE

Once USPS and A&P evaluations are submitted to Suzanne Lin in the Dean's Office, they will be submitted to HR directly to ensure delivery.

Original faculty evaluations are submitted to Cathy Radzai in the Dean's Office and will be kept in their faculty binder.