

University of Wisconsin-Milwaukee

Academic Staff Document No. 1

9 December 1997

Performance Evaluations
(please see document below)

Performance Evaluation - Motion 1

Call for evaluations will be received by academic staff members by December 1 and employees must submit their self evaluations to their supervisors no later than January 1st. Supervisors must respond to the self evaluations no later than February 1. If no supervisory response is received by the February 1st deadline, the academic staff members self evaluation will stand as the official performance evaluation in any given year.

If the employee wishes to respond to the supervisor's evaluation, that response must be in writing within 10 working days of receipt of the supervisor's evaluation.

In the event of exigent circumstances, the academic staff member may request, in writing, an extension of the self evaluation deadline. This extension must be mutually agreed upon, in writing, and the supervisor's response deadline will be extended by the same period of time.

Rationale:

Over time the campus has had a systemic problem with timely and thorough completion of academic staff performance evaluations. In many cases, the employer felt that if the employee was doing a good job, no evaluation was necessary. This, however, provides no long-term protection for the academic staff member in cases of supervisory change or performance issues. This motion will provide every academic staff member the opportunity to have a thorough record of their performance at UWM.