

FAQ's for Performance Evaluations

Q. Why are performance evaluations conducted?

- A. Performance evaluations are conducted to enhance the effectiveness of individual employees, departments, and the College. The mission and goals of the College include the collective contributions of all of our employees.

Article 18.1 of the PSC Contract explains the purpose of evaluations by stating:

"The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluations shall be to encourage the improvement of individual professional performance and to provide a basis for decisions on reappointment, tenure and promotions. An evaluation of professional activities shall be based on total professional performance. Written evaluation shall be on file for all employees."

Q. Who in the HEO Series should be evaluated?

- A. Annual evaluations are required for all HEO employees including the following:

- 1.) those who are subject to annual reappointment
- 2.) those who are excluded from the contract pursuant to Article 1 and;
- 3.) those who have already been granted 13.3b status.

Q. What other categories of employees should be evaluated?

- A. While this memorandum primarily addresses professional evaluations for HEO's, Article 18.3(b) of the PSC contract states that non-teaching instructional staff should also be evaluated at least once each academic year including Librarians, College laboratory Technicians (CLTs), Counselors, and other non-teaching instructional staff.

In addition, all employees covered under the White Collar, Blue Collar and Skilled Trade agreements should be evaluated at least once each year.

Q. How often should HEO's be evaluated?

- A. Evaluations must be conducted at least once each year.

Q. Which form should I use to conduct the evaluation?

- A. For members of the PSC, the CUNY Evaluation Memorandum – HEO Series form must be used and can be found on the Office of Human Resources' webpage. For all other categories, please contact the Office of Human Resources for additional information.

Q. How does the evaluation process impact reappointment for employees who have not yet earned 13.3b status?

- A. Human Resources will work with all departments to ensure that evaluations are completed prior to reappointment deadlines for all HEO's who are subject to annual reappointment. Reappointment letters cannot be issued in the absence of a performance evaluation. In instances where an employee is subject to reappointment who has not received an evaluation, the matter will be directly referred to the Executive Director of Human Resources who will consult with the President and the respective Vice President, Dean or unit head.

Q. What are the reappointment notification dates for HEO's?

A. Lists of reappointment deadlines will be sent to each division and school under separate cover. Article 13.13 states:

"Notice of non-reappointment shall be given on or before April 1 in respect of the first and second reappointments, except in the case of persons who assume the duties of the position on October 1 or later in which case the notice of non-reappointment date shall be May 1. For all subsequent reappointments, employees shall be given notice of non-reappointment on or before March 1."

Graphic Example of Deadlines

First or Second Reappointment	April 1, 2024
First or Second Reappointment but hired on or after October 1	May 1, 2024
Third, Fourth or Fifth Reappointment	April 1, 2024
<i>HEOs who are excluded from the contract</i>	
First reappointment	June 1, 2024
All subsequent reappointments	May 1, 2024

Q. When should evaluations be given for employees with permanency (13.3b)?

A. Evaluations can be given the entire fiscal year.

Q. What does the evaluation process include?

A. The evaluation process includes two steps:

1.) Evaluation Conference

The evaluation conference involves a meeting between the supervisor and the employee. No other individuals may be present during the evaluation conference. The purpose of the conference is to discuss the employee's *total* performance (productivity, attendance, attitude, accuracy, competence, etc.). The conversation should include feedback on the employee's performance throughout the entire evaluation period. In the event that a supervisor cannot provide feedback on the entire evaluation period due to an employee's leave of absence or other circumstances, the supervisor should include feedback on the period that can be reasonably evaluated.

2.) CUNY Evaluation Memorandum - HEO Series Form

The CUNY Evaluation Memorandum Form is intended to document the feedback that is delivered in the Evaluation Conference and should be given to the employee within ten (10) working days following the Evaluation Conference. Pursuant to Article 18.3b in the Contract, the memorandum must be provided to the employee following the evaluation conference, and not during the conference. The memorandum or evaluation form should include feedback on whether or not the employee exceeds, meets or does not meet the expectations for the position. Qualitative information should be provided citing examples or areas where the employee needs to focus their attention. Specific language should be used to rate the employee's performance and effectiveness.

Q. Can I also ask my staff to complete self-assessments in advance of the evaluation conference?

A. Yes, self-assessments are optional and should be used as a tool in obtaining information useful to the evaluation process.

Q. Who conducts the evaluation?

A. Non-teaching *staff* who are assigned to an academic department should be evaluated by the Department Chair.

For non-teaching *staff* who work in a non-academic department, the Dean, Vice President, Provost, or President should conduct the evaluation, or identify the appropriate manager or supervisor to conduct the evaluation. Questions on who should conduct the evaluations can be directed to Human Resources.

Q. Can the employee respond to their evaluation?

A. Yes, employees can provide a written response and attach it to their evaluation.

Q. Where should evaluations be sent?

A. Upon completion of the evaluation process, evaluation forms should be sent to the Office of Human of Human Resources with the respective due date.

Q. What does HR do with the evaluation forms?

A. HR will review all completed evaluation forms and include them in the employee's personnel file. In addition, HR will work with the unit supervisor in assisting with next steps in providing employees with professional development, advancement opportunities, counseling, disciplinary guidance or other corrective measures.

Q. When should I have to send the evaluations form to HR?

- A.
- April 1 Notification – Due in HR on March 1, 2024
 - May 1 Notification – Due in HR on April 1, 2024
 - 13.3b and mid 2 year appt – Due in HR on May 1, 2024

R. What if the employee I am supervising is not on the list provided by HR?

A. You would need to contact HR regarding this and you should submit a request through CUNYfirst to rectify the reports to in the system. Direct managers can initiate a report-to-change request via Manager Self-Service > My Teams > Job and Personal Information > Request Reporting Change. Please send any questions related to this process to debbie.poon@baruch.cuny.edu

Note:

Updating the reports-to field via this process does not update the reports-to setup in Travel & Expense or Procurement. To change reports-to in these other parts of CUNYfirst please complete and submit the specific forms for these modules, which can be found at: <https://adminfinance.baruch.cuny.edu/budget/forms-and-instructions/>