

# FALL 2020 TIMELINE PROFESSIONAL STAFF PERFORMANCE EVALUATIONS – SINGLE & MULTI-YEAR

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## Week of August 17, 2020

Distribution of evaluation notices to immediate managerial supervisors and employees.

**Ratee\***: Employees eligible for multi-year reappointment begin self-evaluation;

**Rater\***: Completes review of evaluation materials and begins preparation in alignment with upcoming deadlines.

## Friday, September 11

**Ratee**: Deadline to multi-year eligible staff to submit self-evaluation components to immediate managerial supervisor.

**Rater**: The supervisor must meet with the employee **prior to September 18** to review & discuss their evaluation.

## Friday, September 18

**Rater**: Deadline for the completion of the immediate managerial supervisor's review.

Immediate supervisor forwards the evaluation packet, in its entirety, to the next level of review.

**\*\*The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.**

**\*\* Supervisors must consult with Human Resources in cases of non-recommendation.**

## Friday, September 25

- Deadline for the completion of the Director/Department Head's review.

- Director/Department Head makes a recommendation & forwards the evaluation packet to the next level of review.

**\*\*The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.**

**\*\* Director/Department Heads must consult with Human Resources in cases of non-recommendation.**

## Friday, October 2

- Deadline for the completion of the Dean's review (if applicable).

- The Dean makes a recommendation & forwards the evaluation packet to the Divisional Vice President for review.

**\*\*The employee may appeal a non-recommendation in writing within five (5) working days to the next level of review.**

**\*\*Deans must consult with Human Resources in cases of non-recommendation.**

## Friday, October 9

- Deadline for the completion of the Divisional Vice President's review.

- Divisional Vice President makes a recommendation & forwards the completed evaluation to Human Resources.

**\*\*The employee may submit an appeal in writing directly to the President within five (5) working days.**

**\*\*Vice Presidents must consult with Human Resources in cases of non-recommendation.**

**ALL evaluations reviewed through the VP level must be received by the Office of Human Resources no later than**

**FRIDAY, OCTOBER 16, 2020**

## Week of November 16

Notifications of the President's nominations are sent to the candidates.

## December 5

Action by the Board Trustees.

## Week of December 7

Notifications of action taken by the Board of Trustees are sent to the candidates.

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\* **Ratee** refers to the employee being evaluated. **Rater** refers to the immediate supervisor who is conducting the evaluation.

**\*\* If a professional staff employee considers a negative decision rendered at a given level of supervision to be arbitrary, discriminatory, or a violation of procedure, the employee may appeal that decision under the terms specified in the current agreement to the next higher level of supervision, prior to the completion of the next level of review. All appeals must be filed in writing within 5 working days and copies must be sent to Human Resources.**

**It should be understood that in those circumstances where a particular supervisory level of review does not exist, the evaluation should move to the next level of review within the timeline.**

Contact Meaghan Lenahan ([lenahanm@kean.edu](mailto:lenahanm@kean.edu)) or John Han ([wohan@kean.edu](mailto:wohan@kean.edu)) if you have any regarding the evaluation process.

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