

Below are updated implementation procedures regarding the appointment and evaluation of personnel. These procedures have been recently revised, enhanced, and approved by the President (January 2016) and will be reviewed by the Board of Trustees in April 2016 prior to publication in the next edition of the *Policies and Procedures for All Employees*.

RECRUITMENT, APPOINTMENT, PROMOTION, AND TRANSFER

STAFF RECRUITMENT AND APPOINTMENT

Recruitment

The creation of staff positions is approved by the President, before being posted on the university's web page, which advertises available positions. The position request is made to the President by the appropriate Vice President, and is accompanied by a job description, which is kept on file in the Human Resource Office. Open faculty and staff positions are required to be posted on the available position web page for at least three business days, as part of the university's commitment to fostering an environment of open faculty and staff recruitment. The Human Resources Department utilizes an electronic application system in routing applications to the appropriate Vice President. Interviews are conducted by each Vice President, before making a final candidate recommendation to the President.

Appointment

For both full-time and part-time staff, a written offer of at-will appointment shall be signed by the President and offered to the appointee. Among other terms and conditions, the at-will employment offer will state the position, department, supervisor, start date, and the rate of pay.

STAFF PROMOTION AND TRANSFER

Employees have the ability to apply for posted positions within the University, utilizing the web page announcing available positions. Upon application and interview for the position by the employee, and if the employee is selected as the best candidate for the position, recommendations for promotion are made by the Vice President for the division to the President. Departmental needs change from time to time and may require employees to be transferred to a new position. Position transfers are approved in writing by the President.

EMPLOYEE EVALUATION PROCEDURES

Supervisor Evaluation Procedures

The University promotes an environment of open communication between employees and their supervisors. To assist in accomplishing this goal, supervisor performance reviews are completed annually by employees to provide feedback for supervisors. In early spring of each year the Human Resources Office conducts a confidential survey, which allows each employee to evaluate his or her immediate supervisor. The Human Resources Office keeps these reviews and the summarized results are given to both the supervisor and the appropriate University officer.

Employee Evaluation Procedures

All non-faculty support staff employees will receive an online annual self-evaluation of his/her job performance. These evaluations will include a review of past performance and goal setting for the future. Evaluations will be electronically routed to both the Human Resources department for institutional tracking and to the employee's supervisor for review and discussion with the employee.