

IOWA STATE UNIVERSITY

Professional and Scientific Council

Council Motion: To send the Recommended Features of a Revised Performance Appraisal Model to University Administration

Submitted by: Compensation and Benefits Committee
January 3, 2019

Whereas: Annual performance appraisals are a valuable tool for enhancing employee job skills and performance as well as employee engagement and morale.

Whereas: Data provided by University Human Resources, along with anecdotal reports from employees, suggest that meaningful performance appraisals have *not* been completed annually with a substantial number of Iowa State University employees.

Whereas: It is the stated policy of Iowa State University to implement performance-based pay increases when funding allows, but ISU's current performance appraisal process provides no objective data on which to base performance-based pay increases.

It is moved: That the Professional and Scientific Council submit to University Administrators the attached document Recommended Features of a Revised Performance Appraisal Model.

Distribution: Wendy Wintersteen, President
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Professional and Scientific Council

Recommended Features of a Revised Performance Appraisal Model

The Professional and Scientific Council recommends that University Administrators implement a new performance appraisal model that ensures meaningful performance appraisals are conducted annually for all Professional and Scientific employees. In the spirit of shared governance, the Professional and Scientific Council will collaborate with administrators to develop and implement a new model over the next three years. The Professional and Scientific Council also requests that mandatory training for supervisory personnel be developed to ensure that all departments have the proper tools and knowledge to adequately evaluate employee performance.

Step 1. New University-Wide Form or Procedure

1. Replace the current “P&S Performance Appraisal Confirmation Form” with a new form or procedure which accomplishes two purposes: 1) confirms (through submission to UHR) that a performance appraisal was completed; and 2) reports to UHR an employee performance rating on a multi-point scale that allows for differentiation of performance levels, including “does not meet expectations.”
2. Implement a system to track completion of performance appraisals and use that system to ensure all employees receive an appraisal at least annually. In addition, use that system to monitor patterns, trends, and differences in performance ratings between and within units.

Step 2. Establish and enforce University-wide standards for performance appraisal forms and processes, while allowing each unit to apply the standards via its own form and procedure. Standards shall include:

1. Employee and supervisor must plan the performance appraisal in advance.
2. Employee input to the performance appraisal must be obtained and reviewed by the supervisor prior to the actual appraisal meeting.
3. Appraisal process must include a review of job expectations.
4. Appraisal form must include the components below, with each unit encouraged to outline further details in accordance with the nature of the unit’s work.
 - 4.1. Review of progress on past year’s goals.
 - 4.2. Address issues around diversity and inclusion as they pertain to the position.
 - 4.3. Assessment of quality of work, preferably by sub-headings relating to specific duties.
 - 4.4. Assessment of internal and/or external relationships and communication skill.
 - 4.5. Review of professional development activities (including required trainings) and discussion of professional development options
 - 4.6. Statement of mutually-agreed upon goals for the coming year