THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

Office of the President

MEMORANDUM

TO: Faculty and Staff
Vice Presidents
Deans
Directors

FROM: Robert A. Altenkirch

RE: Written Staff Evaluations for 2015 and Continued Compliance with SACSCOC Standard 3.2.9

DATE: January 12, 2016

The Preliminary Report of the Reaffirmation Committee of SACSOC that we received in response to our Compliance Report submitted in the fall indicated noncompliance with Standard 3.2.9:

> "The institution publishes policies regarding appointment, employment, and evaluation of all personnel."

While we do publish such policies in the Faculty Handbook, Staff Handbook, and on the Policies and Procedures website, the noncompliance arises because of a lack of substantial and consistent evidence that written staff evaluations take place as per policy. Quoting from the Preliminary Report:

> "Examples of Digital Measures and Faculty Activity Report (FAR) for Full Professors were included in the documentation provided. However, the Off-Site Reaffirmation Committee was unable to locate staff evaluation examples."

In order to be complaint with Standard 3.2.9, it is imperative that we complete written employee evaluations for 2015. In particular, staff and any other category of employee for which evaluations, on their usual evaluation cycle, have not been completed in the most recent cycle, must be completed. Any evaluations for which you are responsible that have not been completed must be completed and submitted to Human Resources by February 15, 2016.

Evaluations may be completed in Banner or by evaluation letter. If the evaluations are completed in Banner they are immediately documented by Human Resources. If evaluations are completed by letter, these should be

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bundled and sent to Human Resources. For evaluations that have been completed and not yet forwarded to Human Resources, these should be bundled and sent to Human Resources as well.

If you are responsible for carrying out employee evaluations, please ensure that written evaluations for the most recent evaluation cycle are completed as outlined above. If there are personnel who report to you and serve as supervisors to employees in their units, please ensure that those supervisory personnel carry out written evaluations for which they are responsible.

In order to continue to be compliant with Standard 3.2.9 in the future, it is important that employee evaluations be conducted and archived in Human Resources on an annual basis as per policy.

Annual performance evaluations of all faculty and staff is an important responsibility of each individual in a supervisory role. I have asked the Vice Presidents in charge of your areas to ensure that written staff and faculty evaluations are performed annually.