May 31, 2016

RE: UWRF Academic Staff Council Motion 2015-16/5

At the May 31, 2016 meeting of the University of Wisconsin – River Falls Academic Staff Council, motion 2015-16/5 was passed. This motion is forwarded to you for your action.

A motion from the Academic Staff Council to use the 2015-2016 Non-Instructional Academic Staff Performance Evaluation Overall Rating as the tool for the one time lump sum distribution from UW-System.
PERFORMANCE EVALUATION COVER SHEET
(Non-Instructional Academic Staff, Classified Staff, and Limited Appointees)

INSTRUCTIONS: This cover sheet is to be completed, signed, and attached to all performance evaluations for Non-Instructional Academic Staff, Classified Staff, and Limited Appointees. This cover sheet does not need to be completed for Instructional Academic Staff or Limited Term Employees. The Office of Human Resources will place this form and the completed evaluation in the employee's personnel folder. To be considered for the pay plan, employees must receive a performance evaluation and receive, at minimum, a rating of solid performance (SME).

EMPLOYEE NAME ____________________________________________________________

TITLE ____________________________

DEPARTMENT ____________________________

EVALUATION PERIOD: FROM ____________________________ TO ____________________________

Employee Signature*: ____________________________ Date: ____________________________

*The employee signature does not necessarily indicate agreement, but attests that the employee has had an opportunity to read and discuss the review.

Overall Evaluation Rating (select one):

- (E) Exceptional
  
  This rating acknowledges one or more of the following achievements: completion of a major goal, work performance that far exceeded expectations this year due to exceptional quality in all essential areas of responsibility, and/or an exceptional or unique contribution in support of unit, department, or University objectives.

- (EE) Exceeds expectations
  
  Work performance consistently exceeds expectations. Demonstrates very high level performance in all areas of responsibility.

- (SME) Successfully meets expectations
  
  Solid performance that consistently fulfills expectations and at times may exceed expectations.

- (I) Improvement needed
  
  Performance does not consistently meet expectations.

- (U) Unsatisfactory
  
  Performance is consistently below expectations, and/or has failed to make reasonable progress toward agreed upon goals. Significant improvement is needed in most aspects of this position.

My signature below attests that the attached evaluation provides the appropriate documentation to support the overall rating selected above.

SUPERVISOR NAME ____________________________________________________________

Supervisor Signature: ____________________________ Date: ____________________________

Director/Dean Signature: ____________________________ Date: ____________________________

Received Office of Human Resources (initials) _____________ Date ____________

Revised 11.13.13