

Austin Peay State University **Performance Evaluations for Administrative/Professional and Classified Employees**

POLICIES

Issued: February 2, 2017

Responsible Official: Vice President for Finance and Administration

Responsible Office: Office of Human Resources

Policy Statement

It is the policy of Austin Peay State University to conduct performance evaluations for administrative/professional and classified employees in order to create and maintain an environment of excellence.

Purpose

The purposes of the administrative/professional and classified personnel performance evaluation system are (a) to promote employee development, (b) to determine training needs, (c) to provide supervisors with a means of informing employees about their progress, (d) to provide permanent records of job performance, (e) to plan and control the assignment of work, and (f) to serve as a partial basis for salary increases, promotions, terminations, etc. Performance evaluations are performed prior to the end of the new hire probationary period and annually thereafter. Copies of the annual performance evaluations are maintained in employee files by the Office of Human Resources. Detailed procedures outlining the performance review process are available on the Office of Human Resources website www.apsu.edu/human-resources/evaluation.

Revision Dates

APSU Policy 5:013 (previously 5:024) – Rev.: February 2, 2017
APSU Policy 5:013 – Rev.: August 14, 2013
APSU Policy 5:013 – Issued: April 24, 2006

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
