

Performance Appraisals, 2.05
Chapter 2: Personnel

Responsible Office: Human Resources
Applies to: Faculty and Staff
Approved: 03/21/2023

Policy: Rhodes State College conducts annual performance appraisals of all employees to assess job performance, provide feedback, set goals and establish a plan of action to further develop its employees.

Guidelines:

I. Definitions:

- a. **Employee:** Faculty or staff member who is employed on a regular, annual renewable appointment (including grant funded)
- b. **Supervisor:** Direct supervisor for employee being evaluated
- c. **Annual Performance Appraisal:** The process and culminating communication of an employee’s annual performance, focusing on areas of achievement, areas for improvement, development and goals.

II. Policy Details:

The annual performance appraisal process provides ongoing communication between a supervisor and employee. An effective performance appraisal accomplishes the following:

- a. Provides direction and clarifies performance expectations;
- b. Provides feedback and coaching to the employee concerning job performance;
- c. Identifies training and professional development needs;
- d. Serves as documentation of performance;
- e. Serves as data for human resource decisions.

Performance appraisals do not constitute terms or conditions of employment.

Related Policies or Procedures:

[Performance Appraisal Procedures 2.05\(a\)](#)

Compliance References: N/A

History:

	Date:	Reason:
Issued:	04/16/1996	Original Policy approved by the Board of Trustees
Revised:	03/21/2023	Policy revised and put into new chapter structure

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.