



To: Vice Presidents, Deans, Department Heads,
and Directors
HR/Personnel and Payroll Department Contacts

Fr: Susan Alt, Director
Human Resources/Personnel & Payroll

Marj Brown, Director
Human Resources/Affirmative Action

Date: February 26, 2008

Re: FY08 Employee Performance Evaluations

MSU's Performance Evaluation Policy requires annual performance evaluations for all employees. In order to prepare for the reappointment/budgeting process and ensure accountability for all types of salary increases, it is necessary for evaluations to be completed by **April 15, 2008**. The only exception to this date are Faculty evaluations which must be in the Provost's office by March 31, 2008.

Listed below are the suggested instruments that may be used. If you wish to design an alternate evaluation tool, it must be pre-approved by Human Resources/Personnel & Payroll (HR/P&P) for classified employees or by Human Resources/Affirmative Action (HR/AA) for professional employees.

Evaluation forms for **Classified** employees may be found at:
<http://www.montana.edu/pps/EmployeeRelations.htm>

- Although these forms were developed specifically for MPEA affiliated positions, they may also be utilized for employees covered by our other collective bargaining units.
- For FY08, Classified evaluations must be completed and original copies turned into the Human Resources/Personnel & Payroll office no later than **April 15, 2008**.
- Participation in the performance review process is required before considering a supervisor's request to provide any of the Flexible Pay Options provided through the MUS Staff Compensation Plan (i.e. Lump Sum Bonus, In-Range Progression, Progression, and Strategic Pay).
- The MUS Staff Compensation Plan includes all classified positions with the exception of skilled craft positions.
- For questions or assistance regarding of performance evaluations for classified employees, please contact Janell Barber or Laura Underkofler in the Human Resources/Personnel & Payroll office at 994-3651.

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Evaluations forms for **Non-Academic Professionals, and Administrators** may be found at:

<http://www.montana.edu/wwwaffrm/evaluations.html>

- An annual performance evaluation is required before an across the board/ merit increase or any other salary adjustment may be authorized.
- For FY08, completed, original evaluations for Non-Academic Professionals and Administrators should be submitted to the Human Resources/Affirmative Action office no later than **April 15, 2008**. Ultimately these evaluations will be retained in the employee's official personnel file maintained by the Human Resources/Personnel & Payroll office.
- For questions regarding performance evaluations for Non-Academic Professionals and/or MSU Administrators, please contact Marj Brown or Diane Letendre in the Human Resources/Affirmative Action office at 994-2042.

The MSU Faculty Handbook specifies the policies and procedures for annual review of tenurable and non-tenurable faculty.

- For questions regarding the review process for faculty, please contact the Provost's Office, at 994-4371.

Thank-you!

cp: President Gamble