


## The College of Social and Behavioral Sciences

	Policy:	
	Staff Performance Evaluations	
	Revision:	Effective:
	23 June 2001	23 June 2001

### Policy

Annual performance evaluations of staff in Social and Behavioral Sciences may be conducted using one of the standard performance evaluation forms provided by Human Resources, or using a performance evaluation form created by the unit. Forms created by the unit must be approved in advance by the Dean's Office. It is highly advisable to use the same form for all staff in the same employment category.

In order to ensure that all evaluations are carried out in a timely manner, and completed by the deadline established for merit salary adjustments, the College requires that each staff member who is beyond his or her probationary period be annually evaluated between February 1 and July 1 for his or her performance during the period since the latest performance evaluation.

### Knowledge