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## Annual Performance Assessment - AUFA Professional and Academic Staff Policy

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### Department Policy Number

050 001

### Effective Date

Revised May 19, 2005

Revised June 1, 2000

### Policy

The university conducts a formal assessment process annually and supports and encourages ongoing discussion and evaluation of the staff member's performance between the staff member and supervisor/Centre chair on a regular basis.

Overload or other work that the staff member is compensated for separately and that is not part of the staff member's normal position responsibilities or workload is not taken into consideration in the annual assessment process.

#### 1.0 General

- 1.1 For the annual process, Human Resources sends a reminder to managers in May of each year and completed performance assessments must be sent to Human Resources by June 30th.
- 1.2 A formal annual assessment must be filed for each staff member who has accumulated the equivalent of 12 months of full-time service in the performance year except for casual staff.
- 1.3 For those eligible for merit, a merit increment will not be given unless a performance assessment with a rating of satisfactory or better is received by Human Resources by June 30 of the performance year.
- 1.4 The supervisor/Centre chair is responsible for ensuring the staff member receives a copy of the completed assessment package.



## 2.0 Professional Staff

- 2.1 For the annual process, the staff member completes a self-assessment of their performance over the past year. The self-assessment should address the fulfillment of responsibilities as outlined in the position description and any established objectives for the year.
- 2.2 The supervisor meets with the staff member and responds in writing to the self-assessment providing any supplemental comments including an assessment as to whether the employee's overall performance has been unsatisfactory, satisfactory, or outstanding.
- 2.3 The completed assessment package should be signed by the employee, supervisor, and department head and forwarded to Human Resources. Assessments with unsatisfactory ratings must be forwarded to the Executive Member who makes the final approval, after consultation with the Executive Group. These assessments are then forwarded to Human Resources.
- 2.4 Human Resources places the original documents on the employee's confidential file.
- 2.5 The professional staff rating guide and format is located on the Human Resources web page.

## 3.0 Academic Staff

- 3.1 For the annual process, the staff member completes a self-assessment of their performance over the past year. The self-assessment should address the responsibilities as outlined in the annual agreed-to workload. Any questions regarding the format or content of the self-assessment may be directed to the Centre chair or supervisor.
- 3.2 The format is located on the Human Resources web site.
- 3.3 Staff members who require a "meritorious" rating in order to receive a merit increment (refer to 070 004 Annual Merit Increments - AUPE and AUFA Staff Members Policy) and who believe their performance has been meritorious, must include a rationale in their self-assessment.
- 3.4 The supervisor (or Centre chair for academics reporting through the Centre chair) meets with the staff member and responds to the self-assessment and whether the staff member's performance is unsatisfactory, satisfactory, or meritorious.
- 3.5 The assessment package is signed off by the staff member and supervisor and forwarded to Human Resources. For academics reporting through the Centre chair to a Director, the package is signed off by the staff member and Centre chair and



forwarded to the Director for final approval and an opportunity to comment prior to being forwarded on to Human Resources.

- 3.6 For academics where a meritorious ratings is recommended as stated in 3.2 above and for academics where an unsatisfactory rating is recommended, the assessment must be sent to the Vice-President Academic for final approval after consultation with the Executive Group.

**Regulation**

N/A

**Procedure**

N/A

**Approved by**

Executive Group, May 31, 2005

**Amended Date/Motion No.**

May 19, 2005  
June 1, 2000

**Related References, Policies, and Procedures**

[070 004 Annual Merit Increments - AUPE and AUFA Staff Members Policy](#)

**Applicable Legislation/Regulation**

[AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)

**Responsible Position/Department**

This policy is maintained and administered by Human Resources. For further information, please contact the Director, Human Resources. Contact information can be found on the [Human Resources web site](#).

**Keywords**