

# **Revised Regulations on Annual Performance Evaluations for EHRA Non-Faculty Employees**

**HR Connections**  
**October 19, 2017**

**Keila Valentin, Sr. Employee Relations Consultant**

# Background

- **UNC General Administration adopted new performance evaluation regulations for EHRA non-faculty employees**
  - Approved on 5/8/17 by UNC System President Spellings
  - Transmittal letter dated 5/11/17 sent to Deans/Sr. Leaders
  
- **A working committee of representatives from Human Resources, the Provost's Office, Office of General Counsel and Office of Faculty Affairs was established to align NC State performance management practices with the revised regulation**
  - Revised regulations are effective starting the 2017-2018 cycle

# Coverage & Exemptions

## ➤ Coverage

- All EHRA non-faculty employees
  - As defined by Sections 300.1.1 and 300.2.1 of the UNC Policy Manual, unless otherwise exempted

## ➤ Exemptions, provided there is an alternative evaluation

- SAAO Tier I
  - Chancellor, Provost, Vice Chancellors, Deans
- EHRA employees with concurrent tenured faculty appointments
  - Vice Provosts, Associate Deans
- Athletic Director and Athletic Coaches
- Post-Doctoral Scholars

# Coverage & Exemptions

## ➤ Alternative Evaluation Procedures At NC State:

Groups Exempted	NCSU Regulation
Vice Chancellors	Reg. 05.50.06
College Deans	Reg. 05.50.02
Vice Chancellor/Dean of Academic and Student Affairs, Dean of Graduate School, and Vice Provosts	Reg. 05.50.05
Associate Deans	Reg. 05.50.07
Post-Doctoral Scholars	Reg. 10.10.08

# Program Highlights

- **NC State Implementation Date**
  - July 1, 2017
- **Annual Performance Evaluation Cycle**
  - Fiscal year: July 1<sup>st</sup> to June 30<sup>th</sup>
- **Annual Evaluations & Establishment of Goals, Objectives, and Professional Development Activities**
  - Due: May 16<sup>th</sup> of every year for 9-month faculty supervisors
    - 9-month faculty supervisors who are teaching during the summer may complete their evaluations after May 16<sup>th</sup> but by the July 31<sup>st</sup> due date
  - Due: July 31<sup>st</sup> of every year for all other supervisors

# Program Highlights

- **HR has developed an annual evaluation form that incorporates all regulation requirements**
  - Form is available on the ER website
  - Units may implement alternative evaluation forms, as long as certain regulation requirements are incorporated
  - Communication was sent to HRAC on 8/15/17 asking if units would develop a new form or use the standard form
    - 24 units will utilize the standard evaluation form
    - 8 units will utilize an alternative evaluation form
    - 2 units are pending discussions with leadership

# Program Highlights

## ➤ **Goals & Objectives**

- Supervisors set at least 3 goals and objectives at the beginning of the performance cycle

## ➤ **Personal/Professional Development Activities**

- Established at the beginning of the performance cycle

## ➤ **Interim/Mid-Year Reviews**

- Strongly encouraged, but not required
- Individual units may require interim/mid-year reviews
- A separate one page document is available for supervisors who wish to conduct interim/mid-year reviews

# Program Highlights

## ➤ Annual Evaluation / Comments

- Supervisors provide comments regarding the employee's performance during the entire cycle
- Supervisor comments must include outcomes on assigned goals, objectives and professional development activities
- Employees may also provide comments

## ➤ Employees must be assigned an overall rating

- Based on the following 3-point rating scale: Not Meeting Expectations, Meeting Expectations, Exceeding Expectations



# 2017 - 2018 EHRA Performance Evaluation Cycle

Performance Evaluation Activity	Timeline / Due Date
Performance Evaluation Cycle Begins	July 1, 2017
Supervisors Meet with Employees To Establish Goals & Objectives and Professional Development Activities	ASAP
(Optional) Interim/Mid-Year Evaluations Due	January 31, 2018
Performance Evaluation Cycle Ends	June 30, 2018
Annual Evaluations Due For 9-mo Faculty Supervisors	May 16, 2018
Annual Evaluations/Overall Ratings Due To University HR	July 31, 2018

# Communication Strategy

## ➤ Email Communications

- HR Advisory Council and HR Connections (9/27/17)
  - Included information about queries available to identify employees included and excluded from regulation requirements
- All EHRA non-faculty employees and supervisors of EHRA non-faculty employees (9/28/17)

## ➤ Presentations

- HR Advisory Council (7/20/17 & 9/13/17)
- Council of Deans (9/28/17)
- Vice Provost's & Director's Meeting (10/2/17)
- Staff Senate (10/4/17)
- Faculty Senate (10/5/17)

# Next Steps...

- **HR/General Counsel have revised PRR (Reg 05.50.08)**
  - Regulation is pending final approval
  
- **Online Resources & Training**
  - ER website was launched with online resources, including a short training video
  - ER is available to hold training sessions in individual units
  
- **Communication within colleges and divisions**
  - Departments should be communicating with employees and supervisors about the new program

# Contacts & Additional Resources

- **Central HR Employee Relations Team**
  - Dan O'Brien, Interim ER Director
  - Keila Valentin, Sr. Employee Relations Consultant
    - **Phone: (919) 515-6575**
    - **Email: [employeerelations@ncsu.edu](mailto:employeerelations@ncsu.edu)**
  
- **Employee Relations website:**
  - <https://er.hr.ncsu.edu/>