

## 05-01-19 Performance Evaluation of Staff

### PURPOSE

To provide a structured process for providing regular, ongoing feedback to staff concerning their overall job performance and for encouraging staff and supervisors to set work objectives that support the vision and mission of the College.

### DEFINITIONS

- **Staff.** For the purposes of this policy, staff means all regular full and part-time employees classified as executive, administrative/professional and clerical/support.

### POLICY/GUIDELINE

#### I. General

- A. The Office of Human Resources is responsible for implementing, initiating and overseeing all formal evaluation processes, as well as for developing and overseeing the overall performance management strategy for the College.
- B. The Office of Human Resources will develop effective and appropriate performance evaluation instruments and provide training to evaluating supervisors on a periodic basis.
- C. Performance evaluations and assessments should be candid, two-way conversations that happen throughout the year. Therefore, it is the evaluating supervisor's responsibility to continuously observe and evaluate an employee's job performance and to hold periodic check-in sessions with the employee to discuss his/her job performance and to complete all formal evaluations in an equitable, consistent and timely manner.
- D. Staff should be given an opportunity to review and discuss the performance evaluation with the supervisor. Signing the evaluation document does not indicate the employee agrees with the supervisor's assessment but acknowledges the employee reviewed the evaluation document, was given an opportunity to discuss it and received a copy of it.
- E. If an employee disagrees with the supervisor's assessment, the employee may respond in writing to the supervisor within 14 days of receiving the evaluation. A written response does not necessarily overturn the supervisor's assessment or demand further action by the College. The supervisor should forward the employee's response to the Office of Human Resources for review and inclusion in the permanent record.
- F. Supervisors must submit all final performance evaluation documents to the Office of Human Resources for permanent record-keeping.

**II. Annual Evaluations**

- A. Performance evaluations for all staff shall occur at least annually.
- B. This policy does not apply to full-time faculty, adjunct faculty or temporary employees. Faculty shall be evaluated annually pursuant to Nashville State Policy 05-01-20.
- C. Similarly, the President is evaluated by the Chancellor of the Tennessee Board of Regents pursuant to TBR Policy 1.03.03.00, Selection and Retention of College Presidents, on an annual basis.

**III. Probationary Evaluations**

- A. All staff at Nashville State Community College are appointed on a probationary basis. The initial probationary period for staff is six (6) months. During the initial probationary period, an employee should receive close supervision, instruction, training, regular feedback and any other guidance and/or support that promotes the employee's potential for success.
- B. Each probationary employee shall receive a performance evaluation during the initial probationary period. Evaluating supervisors should consult with the Office of Human Resources if a probationary employee is underperforming during the probationary period.
- C. Current employees who are appointed to a new position at the College are also subject to a probationary period of six (6) months for the new appointment and will be evaluated during that time.
- D. Staff who receive an overall rating of meets expectations or better on a probationary evaluation are considered to have successfully completed the probationary period and will be granted regular appointment.

**IV. Discretionary Evaluations**

- A. The College reserves the right to conduct discretionary performance evaluations at such times the institution deems necessary and appropriate.

**V. Self-Evaluations**

- A. Evaluating supervisors may request staff to complete a self-evaluation to be considered as part of the supervisor's overall assessment of the employee's job performance.
- B. Self-evaluations are at the supervisor's discretion and do not become part of the employee's permanent performance evaluation record. Thus, self-evaluation documents should be maintained by the evaluating supervisor and not submitted to the Office of Human Resources as part of the permanent evaluation record.

**VI. Effects of Substandard Rating**

- A. Probationary staff who receive an overall substandard rating, which is any rating below meets expectations, on a probationary performance evaluation may be subject to one or more of the following measures:
1. Extension of the probationary period, with follow-up evaluation
  2. Performance improvement plan (PIP), with follow-up evaluation
  3. Termination
- B. Non-probationary staff who receive an overall substandard rating, which is any rating that is below competent, satisfactory, meets expectations or other similar average standard, on an annual or discretionary performance evaluation may be subject to one or more of the following measures:
1. Denied promotion or appointment to another vacant position until satisfactory job performance is attained and sustained
  2. Prohibited from receiving a regularly scheduled salary increase in accordance with applicable Tennessee Board of Regents' guidelines
  3. Placed on a performance improvement plan (PIP)
  4. Disciplined
  5. Demoted with a corresponding decrease in salary
  6. Terminated
- C. Repeated overall substandard ratings on annual or discretionary performance evaluations may lead to termination.

**RELATED POLICIES**

- **Nashville State Policy 05-01-20 does not exist**
- [TBR Policy 1.03.03.00 Selection and Retention of Presidents](#)

*Approved by NSCC Cabinet 4/11/22*