

AGREEMENT

BETWEEN

**PENNSYLVANIA STATE SYSTEM
OF HIGHER EDUCATION**

AND

**STATE COLLEGE AND UNIVERSITY
PROFESSIONAL ASSOCIATION/
PENNSYLVANIA STATE EDUCATION ASSOCIATION/
THE NATIONAL EDUCATION ASSOCIATION**

July 1, 2007 to June 30, 2011

ARTICLE 32

PROFESSIONAL EVALUATION

Section 1. The following evaluation procedure shall apply to all permanent and probationary professional employees and temporary professional employees eligible for benefits under Article 31.

A. Permanent professional employees, temporary employees, as referenced in Section 1. above, in their twelfth month of employment, and probationary professional employees in their 12-month of employment, shall be evaluated using the Professional Development Report. Probationary professional employees with less than twelve months of employment shall be evaluated using the SUA Probationary Evaluation Form.

B. Performance evaluations are to be completed by supervisors who are familiar with the work of the professional employee being rated.

C. The performance of each permanent professional employee shall be formally evaluated once each year and as changing conditions warrant. The performance of each probationary professional employee shall be evaluated in the third, sixth, ninth and twelfth month of his/her probationary period. This section shall apply to temporary employees, as referenced in Section 1 above, based on their actual month of employment.

D. The performance of each professional employee shall be based on performance observed throughout the year. At the beginning of each rating period, each professional employee and his/her supervisor shall discuss:

1. The professional employee's duties and responsibilities;
2. Supervisory relationships;
3. Immediate and long-term objectives

E. In assessing a professional employee's performance, the supervisor, after discussion with the professional employee shall determine the extent, if any, to which secondary sources (i.e., agencies, offices or individuals who interact with the professional employee in question) should be consulted as part of the evaluation process.

F. The evaluation form shall be completed and signed by the supervisor and the supervisor shall then discuss this rating with the professional employee. Such discussion should be conducted in private so as to encourage frank and open responses. Particular attention shall be given to those areas in which the professional employee has been rated "Fair" or "Unsatisfactory."

If, at the conclusion of the discussion regarding the evaluation, the supervisor is of the opinion that he/she should adjust the original rating, the supervisor shall be free to do so. If adjustments are made to the original rating, the original rating shall be destroyed and the professional

employee shall be advised and given a copy of the adjusted rating.

G. Each professional employee shall be allowed to offer comments concerning the evaluation. Such comments shall be in writing and signed and dated by the professional employee. Further, such comments shall be attached to the evaluation completed by the supervisor and shall become a part of the official evaluation.

H. In the event a professional employee disagrees with the evaluation which he/she has received, the professional employee may request a meeting with the reviewing officer.

If, as a result of the discussion with the reviewing officer, adjustments are made to the original rating, the original rating shall be destroyed and the professional employee should be apprised of and given a copy of the adjusted evaluation.

I. A professional employee who has received a rating of "Unsatisfactory" may, if he/she so desires, appeal said evaluation to the President of the university unless the President has been the initial rater or Reviewing Officer. In no event shall the appeals process go beyond the Office of the President. Such an appeal must be in writing and submitted no later than five working days after a decision by the reviewing officer has been rendered and shall contain written justification as to why the professional employee feels the evaluation is not appropriate.

The President of the university shall investigate the allegations as he/she deems appropriate and shall issue a final decision, which decision shall dispose of the controversy.

Section 2. The evaluation of a professional employee, the decisions of the supervisor, the reviewing officer and of the President of the university shall not be subject to the Grievance and Arbitration procedure provided for in Article 13 of this Agreement.

Section 3. An individual professional employee shall have the right to grieve only with respect to the failure to observe the procedure provided for in Section 1 of this Article. In the event an arbitrator finds that the Employer failed to observe the procedures provided for in Section 1 of this Article, the arbitrator's only authority shall be to order a re-evaluation of the professional employee.



State System of Higher Education

Performance Development Report

State University Administrators/Grant Funded Coordinators

The Performance Development Report (PDR) is to be used as the evaluation tool for all State University Administrators (SUA) and Grant Funded Coordinators (GFC). The purpose of the PDR is to provide the immediate supervisor and employee with an opportunity to review the employee's job duties, responsibilities, and performance on an annual basis. The PDR is designed to generate discussion and open communication between the immediate supervisor and employee, to promote the growth and development of employees and in the SUA/GFC classifications and to foster support for the department/university mission.

At the beginning of the annual evaluation period, the immediate supervisor and employee should use the job description as a guideline to identify those general performance factors that will be included in the PDR, deleting or adding performance factors that are applicable to the employee's position. When evaluating critical performance categories, the ratings are defined as follows:

OUTSTANDING:	Employee achieves results on a constant basis and significantly surpasses job standards.
EXCEEDS STANDARDS:	Employee frequently exceeds job standards.
MEETS STANDARDS:	Employee meets the standards of the job in a fully adequate manner.
NEEDS IMPROVEMENT:	Employee occasionally falls below acceptable standards.
UNSATISFACTORY:	Employee's work reflects excessive performance discrepancies that must be corrected.

The PDR should be completed on an annual basis, or more frequently if needed, for all permanent employees in the SUA/GFC classifications. Prior to completing the annual PDR, the immediate supervisor should solicit input from the employee in an effort to arrive at a mutual understanding regarding the finished product. For probationary employees who work at 12-month schedule, the PDR should be completed in the 12th month of employment with the 3rd, 6th, and 9th month reviews completed separately on the probationary evaluation forms. For probationary employees who work a 9-month schedule, the PDR should be completed in the 9th month of employment with the 3rd and 6th month reviews completed on the probationary evaluation form.

Annually, the Human Resources Office will forward the PDR form long with the most current job description on file to the employee's immediate supervisor. The job description is to be reviewed and updated at that time, if necessary. The annual evaluation will typically be done on an employee's anniversary date unless, for operational reasons, the department in conjunction with the Human Resources Offices determines it should be done at a different time. During the evaluation meeting, the immediate supervisor and employee will discuss job performance and review job duties and responsibilities and develop a plan for the employee's professional development. The completed PDR should be signed by the immediate supervisor and employee. The original PDR is then to be forwarded to Human Resources to be placed in the employee's personnel folder. A copy should also be forwarded to the reviewing officer, for review and signature, as appropriate.

**STATE SYSTEM OF HIGHER EDUCATION
PERFORMANCE DEVELOPMENT REPORT FOR SUA EMPLOYEES**

Employee: _____

Type of Report: Annual _____

Class Title: _____

Interim _____

Probationary End _____

Work Title: _____

Department: _____

Evaluation Period: _____

CRITICAL PERFORMANCE CATEGORIES

The report includes four critical performance categories which are to be considered during performance review discussions (Organizational Success, Making People Matter, Job Effectiveness, Supervisory Ability). Each category lists specific performance factors which may be considered. You may choose to mutually eliminate any of the performance factors listed under a particular category, or add others, depending on their applicability to your area's strategic plan or the employee's development plan. Each category that is rated outstanding, needs improvement, or unsatisfactory must be documented in the comments section of the performance development report.

Organizational Success

- *teamwork/cooperation (within and across units)
- *customer orientation
- *commitment to continuous improvement
- *creativity/innovation
- *flexibility/adaptability to change
- *continuous learning/development
- *leadership/initiative
- *
- *

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

Making People Matter

- *respect for others
- *interpersonal skills
- *supports diversity and understands related issues
- *honesty/fairness
- *builds trust
- *recognizes others' achievements
- *understands others' perspectives
- *resolves conflicts constructively
- *positive attitude
- *
- *

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

Job Effectiveness

- *planning/organization
- *problem solving/judgment
- *makes effective decisions
- *takes responsibility
- *achieves results
- *communicates effectively
- *dependability
- *job/organizational knowledge
- *productivity
- *attendance
- *works independently
- *
- *

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

Supervisory Ability (OPTIONAL)

- *coaches/counsels/evaluates staff
- *identifies areas for and supports employee development opportunities
- *encourages teamwork and group achievement
- *leads change/achieves support of objectives
- *enables and empowers staff
- *strives to achieve diverse staff at all levels
- *understands diversity issues and creates supportive environment for diverse employees
- *
- *

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

Overall Rating and Comments: (Continue on additional paper)

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Areas of Strong Competence:

Areas in Need of Improvement:

Other Comments:

Professional Development Plan (identify opportunities for improvement/ expectations for the next review period/recommendations for future development):

Supervisor Signature

Date

I acknowledge that I have read this report and that I have been given an opportunity to discuss it with my evaluator. My signature does not necessarily mean that I agree with the report.

Employee Signature

Date

I would like to discuss this report with the reviewing officer. Yes ____ No ____

Employee Signature

Date

As requested, reviewing officer discussed report with employee.

Reviewing Officer Signature

Date

Return original to Office of Human Resources for placement in the employee's personnel file and a copy to the reviewing officer and the employee