

Performance Evaluation - Policy & Procedures

1.0 Purpose

- 1.1 The purpose of this document is to outline policies and procedures related to annual performance reviews of all University employees. Based on performance reviews, employees will be assessed for possible promotion based on the requirements of the University.
- 1.2 For faculty, this policy and procedure addresses timing and the process of performance evaluation. Criteria for evaluating faculty are determined by the Vice President of Academic Affairs (VPAA) and deans, with the approval of the President and Board of Trustees (BOT).

2.0 Scope

- 2.1 This policy applies to all AUIB employees, including faculty, staff, and administrators. It covers the processes and procedures related to annual performance reviews, evaluation criteria, compensation adjustments, and recommendations for promotion.

3.0 Definitions

- 3.1 Performance evaluation - the process of assessing an employee's performance based on predetermined criteria, typically conducted annually.
- 3.2 Evaluation criteria - clear and measurable standards used to assess employee performance, including tasks, goals, and expectations.

4.0 Policy

- 4.1 The University provides equal compensation for equal work regardless of nationality, gender (male & female), or other differences unrelated to work performance.

5.0 Procedures

Performance Expectations

- 5.1 Departments must have a job description for each position that has been approved by that department's management and the Director of the Human Resources Department (HR). An approved job description is created and submitted when a request is made by a department to approve the position that which the job description pertains. Job descriptions must identify the appropriate salary scale (see appendices) and rank and must contain clear and measurable tasks to be performed and evaluated using the scale – 'below expectation', 'met expectation', and 'exceeded expectation'.
- 5.2 At the beginning of the academic year, each department's line managers should ensure that employees understand their job responsibilities and that they will be evaluated based on those responsibilities.
- 5.3 Best practice is for line managers to meet with employees individually at intervals of six weeks or so for an informal review of performance. The line manager should provide



feedback on the progress of the employee should be given, and notes about the feedback given, and retained in a file about the employee.

Annual Performance Evaluations

5.4 All performance evaluations are conducted in March and April of each year. The evaluating manager must complete the Performance Evaluation Form, ranking each performance criterion as one of the following:

- Did not meet expectations, or
- Met expectations, or
- Exceeded expectations.

5.5 Once evaluations have been completed and approved through the departmental chain of command, they are forwarded to the HR Director. The deadline for the receipt of evaluations by HR is April 30th. Evaluations must have been reviewed with and signed by the employee.

Compensation Adjustments

5.6 This policy references separate salary scales, which are updated annually for staff. Each salary scale contains ten steps, where a step represents an annual increment in compensation. An employee automatically qualifies for an annual increment if:

5.6.1 The employee has been employed in the current position for a full year or more

5.6.2 All performance criteria expectations for the year have been 'met' or 'exceeded'.

5.7 The HR Director will periodically conduct two surveys to determine:

5.7.1 competitive compensations for staff, both international and local, and

5.7.2 competitive faculty compensation.

5.8 If these surveys suggest that changes to salary scales are indicated, then the Director will make a proposal to the Vice President of Administration and Finance (VPAF) to revise

5.8.1 This policy and procedure, after obtaining the approval of the President and the BOT. The President and BOT may make exceptions in compensation in cases that they deem warranted.

Recommendations for Promotion

5.9 If applicable, the employee's manager may recommend a promotion for the employee by completing a Promotion Recommendation Form.

Related Policies and Documents

Staff Promotion Policy

Performance Improvement Plan