Hello everyone:

In SCSE, the performance appraisal process outlined below applies to the following employment groups: Civil Service, AFSCME, Teamsters, and Academic P&A, including Post-Docs. Excluded from this appraisal process are faculty, graduate students, undergraduate students, and temp/casuals. The period of review is January 1, 2020 - December 31, 2020.

Attached are documents that are also available on the SCSE website located under the "Faculty and Staff Resources" tab, scroll down to, "Performance Appraisal Materials", https://scse.d.umn.edu/about/faculty-resources:

1) A timeline for the appraisal process in SCSE. April 26, 2021 is the deadline by which completed appraisals are due in the College office.

2) SCSE Employee Input Form. This form is for the employee to complete and provide to their supervisor for use in completing the appraisal by March 15, 2021.

3) SCSE Annual Performance Appraisal Form. Supervisor completes the annual performance appraisal form, using the Employee Input Form by April 2, 2021.


5) Mission Statements (BOR, UMD, SCSE) and Strategic Initiatives - Goal 2.

6) Information on Errors and Bias in Appraising Performance.

All sections in the SCSE Annual Performance Appraisal Form must include a written evaluation. Two areas, Culture and Values, do not receive a numerical rating. The other seven areas must be rated: UMD Goal 2, Effectiveness, Service, Communication, Professionalism, Collaboration/Teamwork, and Job Knowledge. For guidance on numerical ratings, please see Document 4) Overall Rating Guide and Individual Factors Rating Guide. If there is not a clear
and detailed explanation to support the rating, the appraisal will be returned to the supervisor for review and resubmission. Employees receiving a rating average of a “2” or “1” must have a Performance Improvement Plan attached to the appraisal. A rating average of “5” must first be discussed with the Dean prior to providing the rating and meeting with the employee.

Please contact me if you have questions about this process in SCSE.

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