February 19, 2020

Re: SCSE Performance Appraisals

Hello everyone:

In SCSE, this performance appraisal process 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 thru December, 2019.

Attached are the following 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. March 27, 2020 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.

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


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

6) Information on Errors in Performance Appraising.

All sections must receive written evaluation. Two areas, Culture and Values, don’t receive a rating. The other seven areas will be rated: UMD Goal 2, Effectiveness, Service, Communication, Professionalism, Collaboration/Teamwork, and Job Knowledge. 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.

UMTC OHR Leadership and Talent Management has two supervisory development courses for your consideration, “Managing and Evaluating Performance” and “Performance Management Reality Check”. The modules cover goal setting, regular check-ins, evaluating performance, and provide additional resources. Register for these trainings via the Training Hub.
Additionally, the following training opportunities are available at UMD:

- February 20, 2020, 1:30 p.m. – 2:30 p.m.
  KSC Garden Room
  Facilitator: TBD

- February 26, 2020, 11:00 a.m. - Noon
  KSC Garden Room
  Facilitator: TBD

- March 11, 2020, 10:00 a.m. – 11:00 a.m.
  KSC Griggs Center
  Facilitator: TBD

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

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