



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Office of the Chancellor


James C. Moeser
Chancellor

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MEMORANDUM

TO: Deans, Directors, and Department Chairs

FROM: James Moeser 

SUBJECT: EPA Non-Faculty Performance Evaluations

By action of the Board of Trustees, a system of annual written performance evaluations for EPA non-faculty employees has been instituted for the University. Each EPA non-faculty employee must receive annually a written performance evaluation, which must be discussed with him or her by the supervisor or chair, which must be placed in the employee's personnel file, and about which the employee can comment in writing if he or she chooses. Anecdotal reports suggest that these evaluations have not consistently conformed to these requirements. Please be reminded that we have no discretion in this regard. Evaluations must conform to these standards and can serve a useful purpose in your administrative area.

At the request of some of you, a form has been developed, a copy of which is attached, for recording these evaluations. However, you may use as an alternative to the form some other written evaluation (for example, a letter) that you develop and that addresses the same factors the form addresses (that is, a general description of the duties of the position and an evaluation of the employee's performance). Whatever form is used, it must be discussed with the employee, placed in the file, and available for comment by the employee.

Evaluating each employee may occur in connection with annual salary review, though you may prefer another time. In any case, an evaluation meeting the criteria specified in this letter must be completed for each permanent full-time EPA non-faculty employee within your administrative jurisdiction by no later than July 1, 2001.

Thank you for your attention to this matter. I hope that this system of evaluations is useful to you and to your employees.

Attachment

The University of North Carolina at Chapel Hill

ANNUAL EPA NON-FACULTY PERFORMANCE REVIEW

Employee's Name _____ Last First MI

Working Title _____ Department

General:

The Supervisor should complete Part I and Part II for this employee. Part III is for the employee's comments, if any.

Retain the original for your department file and give the employee a copy for his or her file.

This process is designed to encourage the employee's development through improved performance of the position's principal functions. No effort is made in this process to evaluate every aspect of the employee's conduct and performance. Comments in addition to those noted in Part I about the employee's conduct and performance are for Part II.

Part I - Evaluation for Period Ending _____

Evaluate this employee's performance against each of the position's principal functions, using a scale of 1-4, with 1 representing superior, 2 representing fully adequate, 3 representing generally adequate, and 4 representing unacceptable. If you would prefer, this section can be omitted if detailed comments are provided in Part II.

Table with 2 columns: Principal Function, Performance Measurement. Includes 5 horizontal lines for data entry.

Circle Overall Evaluation:

Superior Fully Adequate Generally Adequate Unacceptable

Part II - Special Evaluation Factors

If you as the Supervisor elect to use this part, write in any additional functions or factors or evaluative comments you wish to emphasize with the employee during the performance review. Include suggestions for improvement, where applicable.

Part III - Employee's Comments

Employee: _____
Signature Date

Supervisor: _____
Signature Date

Department Head: _____
(optional) Signature Date