



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

William O. McCoy  
Interim Chancellor

November 5, 1999

103 South Building  
Campus Box 9100  
Chapel Hill, NC 27599-9100  
(919) 962-1365 Fax (919) 962-1647  
william\_mccoy@unc.edu

**MEMORANDUM**

**TO:** Deans, Directors, and Department Chairs  
All EPA Non Faculty Employees  
Human Resource Facilitators

**FROM:** William O. McCoy

**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. However, we have no discretion in this regard. Evaluations must conform to these standards.

If any EPA employee within your area did not receive an evaluation conforming to these requirements for the fiscal year ending June 30, 1999, I ask that such an evaluation be completed by the appropriate supervisor no later than December 31, 1999. Thereafter, the regular schedule for reviews will be followed, with the next ones being completed by June 30, 2000.

This memo is also being sent to all EPA Non Faculty employees. If any such employee was employed by the University during the fiscal year ending June 30, 1999, and did not receive an evaluation as described above, I ask that the employee immediately notify his or her supervisor in writing and request an evaluation that meets the requirements of this letter. This will operate as a check to make sure our records and understandings conform to the Trustees' requirements.

## **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

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.

If you have any questions, please call or email Ms. Ehringhaus (962-1219, susan\_ehringhaus@unc.edu) or Ms. Charest (962-1554, laurie\_charest@unc.edu).

Thank you for your assistance.

A handwritten signature in black ink, appearing to read "W. O. McCoy". The signature is written in a cursive style with a long, sweeping tail on the final letter.

WOM:jjn

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 \_\_\_\_\_ 19 \_\_\_\_**

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.

<u>Principal Function</u>	<u>Performance Measurement</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Circle Overall Evaluation:**

Superior Fully Adequate Generally Adequate Unacceptable