

Question & Answers for Officers of Administration Performance Appraisals

Where do I find out about conducting OA performance appraisals?

The Human Resources website:

<http://hr.uoregon.edu/oa/performanceappraisal.html>

and on-line faculty handbook:

<http://academicaffairs.uoregon.edu/handbook/Chapter08.html#C>

Is there one OA appraisal form?

The three formats created for OAs offer different approaches to the appraisal process. All can be modified to more aptly describe specific position responsibilities, or departments can create their own forms or questionnaires that serve their specific professional communication needs.

Structured approach: This format asks the supervisor to score the OA on a variety of job-related criteria. It provides clear evaluative documentation for the employee and furnishes the opportunity for comments and examples. The template for this approach is under the heading of OA Performance Appraisals at <http://hr.uoregon.edu/oa/>

Conversation approach: This format asks the employee to reflect on his/her performance, goals, upcoming projects and challenges, and other criteria and to meet with the supervisor to discuss. Documentation of these conversations can be informal and general or more detailed, depending on the parties' preferences.

Narrative approach: This format asks the supervisor and/or the employee to describe performance in a written narrative form. It is similar to the conversation approach but offers a more formal structure.

In addition, a form (**Third-party Input**) is available to use or modify that solicits input from colleagues, customers, and/or subordinates about the OA's performance. **Third-party input cannot be added to the officer of administration's permanent file unless the name of the person providing the input is furnished or the OA waives his/her right to review the information.**

The university and the State Board of Higher Education have set out criteria upon which it is appropriate to evaluate an officer of administration's performance. It is up to the evaluating supervisor to make clear which of the performance criteria have the most bearing on successful performance within any particular administrative endeavor. <http://academicaffairs.uoregon.edu/handbook/Chapter08.html#C>

How often should OA performance appraisals be conducted?

Officers of Administration are entitled to an annual evaluation conducted by their supervisors. Current university administration has emphasized the expectation that appraisals will be conducted annually.

Do OAs have specific dates when their appraisals must be completed?

While it is expected that appraisals will be conducted annually, supervisors have some flexibility about the date of evaluation. The timing of the appraisal is not specifically tied to an OA's hire date. Options include conducting appraisals in the spring before annual contract renewals or in the months proceeding scheduled salary increases. Some units schedule appraisals during times of the year (such as summer) when fewer students are present and workload may be lighter.

Must the appraisals be reduced to writing?

Human Resources recommends that performance appraisals be reduced to writing.

Once completed, where are the appraisals retained (i.e., filed)?

According to the Records Retention Schedule, the department holds the official record copy of evaluative documents for OAs.

<http://libweb.uoregon.edu/speccoll/records/schedule/166-475-0095.html#1>

Who has access to OA performance appraisals once filed?

The following parties may inspect an employee's departmental file:

- the employee
- the employee's supervisor or potential supervisor
- an employee's official representative with the employee's signed authorization
- Human Resources staff
- a representative of the Employment Relations Board with a subpoena or signed authorization
- a legally authorized law enforcement agency.

An investigatory office from the Bureau of Labor and Industry, Civil Rights Division, Department of Justice, or Equal Employment Opportunity Commission may inspect a record that is pertinent to an official investigation.

What can an OA do if he/she does not agree with the appraisal? Can he/she write a rebuttal?

An OA may write a rebuttal to their performance appraisal.

How confidential are appraisals?

Evaluative documents are to be treated as confidential documents.
Please see the answer to the question regarding access.

Do the OA and/or supervisor have to sign the appraisal?

Human Resources recommends that performance appraisals be signed and dated by the reviewer and the employee.

Does the position description get updated when the appraisal is conducted?

Preparing for the appraisal is a good time to update the position description (PD). The appraisal process could begin by asking the employee to review the PD and indicate what has changed about their job over since the last appraisal. In this way the supervisor has timely knowledge of the technology, procedures, or processes being used in the position. For example, a position that once required use of Lotus 123 will use different tools to perform the same task.