

**DIVISION OF STUDENT AFFAIRS**  
**PERFORMANCE EVALUATION CYCLE - 2018-2019 AY**

	Hired Fall 2018	Hired Spring 2019	Hired Fall 2017	Hired Spring 2018	Currently in 3 <sup>rd</sup> Year	Currently in 4 <sup>th</sup> Year	Currently in 5 <sup>th</sup> Year	Currently in 6 <sup>th</sup> Year
2018/2019	Periodic Evaluation <b>OR</b> Mentoring Meeting		Performance Review (3 <sup>rd</sup> )	Periodic Evaluation <b>OR</b> Mentoring Meeting	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Periodic Evaluation	Performance Review (6 <sup>th</sup> )
2019/2020	Periodic Evaluation	Periodic Evaluation <b>OR</b> Mentoring Meeting	Periodic Evaluation	Periodic Evaluation	Periodic Evaluation	Periodic Evaluation	Performance Review (6 <sup>th</sup> )	
2020/2021	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Periodic Evaluation	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Performance Review (6 <sup>th</sup> )		
2021/2022	Periodic Evaluation	Performance Review (3 <sup>rd</sup> )	Performance Review (6 <sup>th</sup> )	Periodic Evaluation	Performance Review (6 <sup>th</sup> )			
2022/2023	Periodic Evaluation	Periodic Evaluation		Periodic Evaluation				
2023/2024	Performance Review (6 <sup>th</sup> )	Periodic Evaluation		Performance Review (6 <sup>th</sup> )				
024/2025		Performance Review (6 <sup>th</sup> )						

**OVERVIEW OF EVALUATION PROCESS**

	When review takes place	What candidate assembles	Who conducts review	Review outcome
<b>Probationary SSPAR Year 1*</b>	In Fall semester, a mentoring meeting with the director may be requested in lieu of a formal evaluation.			
<b>Probationary SSPAR Years 2, 4, or 5</b>	Fall semester	Interfolio dossier to include candidate statement, c.v., prior years' periodic evaluations, and annotated bibliography of potential significant items.	1) Division Peer Review Committee 2) Director	Completed periodic evaluation form to be placed in Personnel Action File only. <u>Will not</u> be required for submission with subsequent years' performance reviews.
<b>Probationary SSPAR Years 3 or 6</b>	Begins Fall semester; continues through spring semester	Interfolio dossier to include candidate statement / PDS, c.v., five significant items in counseling effectiveness and achievements, professional growth, and service, and prior years' performance review letters if available.	1) Division Peer Review Committee 2) Director	PDS to be placed in Personnel Action File.