

DIVISION OF STUDENT AFFAIRS

PERFORMANCE EVALUATION CYCLE – AY 2023-2024

	Hired Fall 2023	Hired Spring 2024	Hired Fall 2022	Hired Spring 2023	Currently in 3 rd Year	Currently in 4 th Year	Currently in 5 th Year	Currently in 6 th Year
2023/2024	Periodic Evaluation OR Mentoring Meeting		Periodic Evaluation	Periodic Evaluation OR Mentoring Meeting	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)
2024/2025	Periodic Evaluation	Periodic Evaluation OR Mentoring Meeting	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)	
2025/2026	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (3 rd)	Periodic Evaluation	Performance Review (6 th)		
2026/2027	Periodic Evaluation	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)			
2027/2028	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)	Periodic Evaluation				
2028/2029	Performance Review (6 th)	Periodic Evaluation		Performance Review (6 th)				
2029/2030		Performance Review (6 th)						

OVERVIEW OF EVALUATION PROCESS

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