***ANNUAL EVALUATION OF UNCLASSIFIED PROFESSIONALS IN THE DIVISION OF BIOLOGY***

Originally approved by Division of Biology Unclassified Professionals

January 11, 2022

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Individuals employed in the Division of Biology as Research Technicians, Research Assistants, Postdocs, Research Assistant Professors, etc. and/or who support various research and Division activities hold university status of *unclassified professionals*. Section C8 of The [University Handbook](https://www.k-state.edu/provost/universityhb/) defines these employees as “…professional staff who contribute significant intellectual labor – technical, administrative, supervisory, and managerial – to the mission of the university.” There is considerable variability in the responsibilities of these individuals across laboratories, facilities and/or other offices in the Division. Individual responsibilities of unclassified professionals are determined in a position description written initially during hiring. These responsibilities may change, however, during subsequent years of employment in the Division and/or during the annual evaluation period.

Supervisors of unclassified professionals are required to conduct annual evaluations of these individuals according to university guidelines. Specific guidelines from section C37 of the University Handbook are copied below:

1. Annual evaluations should be stated in terms of expectations. The categories should include **at least the following**: "exceeded expectations," "met expectations," "fallen below expectations but has met minimum acceptable levels of productivity," and "fallen below minimum acceptable levels of productivity.” These categories should clearly reference the duties included in the position description.
2. Annual written evaluations should articulate the basis of the categorical rating assigned.  This narrative should provide meaningful detail and/or guidance regarding how the employee might improve or maintain the assigned category of evaluation in the coming year.
3. At minimum, all annual evaluations of unclassified professionals should include a written evaluation and a meeting between the evaluating supervisor and the employee.  In the spirit of continuous improvement for both the unit and the professional staff member, this meeting should further elaborate upon the written evaluation, explore goals for the coming year, provide an opportunity to ask questions, and offer clear recommendations for how to address any articulated deficiencies.

*Additional information on unclassified professionals and evaluation requirements of these individuals can be found in sections C22.1-C22.5, C30.1-C30.4, and C31.1-C31.4 of the University Handbook.*

The evaluation form below is used for review of unclassified professional staff. **Evaluations are based on the previous calendar year and will be due annually on February 15**. The various categories below may be expanded as needed. Submit these evaluations electronically with employee and supervisor signatures to the responsible HCS staff member (biolhr@ksu.edu) in the Division of Biology. Alternative forms may be used but must be discussed with the Director and must include the four evaluation categories discussed in guideline #1 above.

The annual self-evaluation form to be completed by the unclassified employee prior to the annual evaluation conference is provided below. This form is used to provide input on aspects of the review such as the position summary and/or employee responsibilities, documenting major accomplishments during the evaluation period, and reporting new or revised goals.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Date of Conference:** |  |
| **Review Period:** |  |
| **Position Title:** |  |
| **Position Summary (if job description revision is needed, contact the Director of Biology)**:  |
| **Goals for Current Evaluation Period**:  |
| **Major Accomplishments**:  |
| **Goals for Next Period**:  |
| **Additional Comments (Current Strengths, Areas for Improvement, etc.)**:  |

**Check one:**

|  |  |
| --- | --- |
|  | Exceeded expectations |
|  | Met expectations |
|  | Fallen below expectations but has met minimum acceptable levels of productivity |
|  | Fallen below minimum acceptable levels of productivity |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Employee Signature Date**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Supervisor Signature Date**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Director/Dept. Head/Chair Signature Date**

The form below is used by unclassified professional staff for calendar year self-evaluation prior to meeting with their supervisor. The various categories below may be expanded as needed. Submit these self-evaluations to your supervisor **one week before your scheduled evaluation** **conference**.

**ANNUAL SELF-EVALUATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Supervisor:** |  |
| **Review Period:** |  |
| **Position Title:** |  |
| **Position Summary**:  |
| **Goals for Current Evaluation Period**:  |
| **Major Accomplishments**:  |
| **Goals for Next Period**:  |
| **Additional Comments (Current Strengths, Areas for Improvement, etc.)**:  |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Employee Signature** **Date**