

Purpose of Policy

The reason for performance appraisal is simple, to identify weaknesses and strengths of staff/faculty in order to assist them for their professional growth.

This policy enables the university to periodically record essential information concerning the performance level and strengths/weaknesses of staff/faculty in relation to professional development, including potentials for advancement and suitability for other roles and training. It assists management in achieving maximum utilization of all human resources, to motivate staff/faculty to seek ways to improve performance where needed, and to enhance overall employee relations.

Performance appraisals provide both, line managers/supervisors and staff/faculty, the opportunity to discuss job tasks, identify developmental needs, encourage and recognize strengths; discuss positive and purposeful approaches to meeting goals. In summary, the objective of the performance appraisal is to:

- Determine if training is needed
- Identify areas where improvement may be needed.
- Revise or update individual goals.
- Evaluate job performance in terms of meeting goals and job responsibilities.