

AGENDA
UAF STAFF COUNCIL #241
Wednesday, August 21, 2013
8:45-11:00AM
Wood Center Ballroom

Audio Conference information: 1-800-893-8850, Participant PIN: 8244236

- I. 8:45 – 8:55 CALL TO ORDER AND ROLL CALL**
- A. Roll Call
 - B. Approval of Agenda for Staff Council Meeting #241
 - C. Approval of Minutes for Staff Council Meeting #238
 - D. Approval of Minutes for Staff Council Meeting #239
- II. 8:55 – 9:00 STATUS OF PENDING ACTIONS (none)**
- III. 9:00 – 9:05 PUBLIC COMMENT**
- IV. 9:05 – 9:15 OFFICER REPORTS**
- A. Brad Krick, President
 - B. Ashley Munro, Vice President
- V. 9:15 – 9:25 REMARKS BY CHANCELLOR ROGERS**
- VI. 9:25 – 9:35 GOVERNANCE REPORTS**
- A. David Valentine, President – Faculty Senate
 - B. ASUAF – Representative TBD
- VII. 9:35 – 9:45 UNFINISHED BUSINESS**
- A. Request for Motion to Move Action on Postponed Amendments to Staff Council Bylaws from the October Meeting to the September Meeting
 - B. Performance Evaluation
 - Attachment 241-6: Statewide Performance Evaluation Form – Draft
 - Attachment 241-7: Statewide Performance Evaluation Information
- VIII. 9:45 – 9:50 BREAK**

IX. 9:50 – 10:00 NEW BUSINESS

- A. Motion to Amend UAF Staff Council Bylaws Section 3.E.II., to Remove the Requirement that Fall Election Results be Certified at the December Staff Council Meeting – DRAFT
- Attachment 2013-241-1: Motion 2013-241-1: Motion to Amend Staff Council Bylaws Section 3.E.II. - DRAFT

(EMR forwarded the proposed amendment, listed above, to the Staff Council Office in early May 2013. The amendment was accidentally omitted from the May 16, 2013, Staff Council Meeting agenda.)

IX. GUEST SPEAKERS (none)**COMMITTEE REPORTS****X. 10:00-10:10 COMMITTEE MEMBERSHIP**

- A. Current Committee Membership and Representation
- Attachment 241-2: Current Committee Membership and Representation
- B. Vacant Committee Seats

XI. 10:10 – 10:25 INTERNAL COMMITTEE REPORTS

- A. Elections, Membership, and Rules – Richard Machida
- *Reminder - As of Sept. 1, 2013, the Elections, Membership, and Rules Committee will become two permanent internal committees: the Elections Committee and the Membership & Rules Committee.*
- Attachment 241-5: August Committee Report
- B. Rural Affairs – Jeannette Altman
- Has not met
- C. Staff Affairs – MaryAlice Short
- Has not met
- D. University Advocacy Committee – Lesli Walls
- Has not met

**Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.*

XII. 10:25 – 10:30 EXTERNAL STATEWIDE COMMITTEE REPORTS

- A. Staff Alliance's Staff Health Care Committee – Debbie Coxon, Lesli Walls, Mary Sue Dates (Alt), Debbie Gonzalez (Alt)
- Attachment 241-3: SHCC Meeting Notes

**Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.*

XIII. 10:30 – 10:40 EXTERNAL UAF COMMITTEE REPORTS - Written Format

- A. Accreditation Steering Committee - ON HIATUS
- B. Chancellor's Advisory Committee for the Naming of Campus Facilities – Debbie Coxon
 - Has not met
- C. Chancellor's Diversity Action Committee (CDAC) – ON HIATUS
- D. Chancellor's Planning and Budget Committee – INACTIVE (Active only in spring)
- E. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio
 - Attachment 241-4: May Committee Meeting Notes
- F. Master Planning Committee (MPC) – Richard Machida, Brad Krick, Alt
 - No report
- G. Meritorious Service Awards Committee – Brad Krick
 - Next meeting scheduled for August 14, 2013
- H. Parking Advisory Committee (PAC) – Tom Langdon
 - Has not met
 - Members reviewed parking citation appeals independently.
- I. People's Endowment Committee – Debbie Gonzalez
 - No response
- J. RISE Board – Ian Olson
 - No response
- K. Technology Advisory Board Committee (TAB) – Adam Kane & Chris Beks
 - Has not met
- L. Work-Life Balance Committee – INACTIVE

**Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.*

XIV. AD HOC COMMITTEE REPORTS (none)**XV. 10:40 – 10:50 ROUND TABLE DISCUSSION****XVI. 10:50 ADJOURN**

Motion 213-241-1:

Motion to Amend UAF Staff Council Bylaws to Remove Requirement to Approve Fall Election Results at December Meeting

MOTION:

UAF Staff Council moves to amend the Bylaws of the University of Alaska Fairbanks Staff Council by deleting Section 3.E.II.b which requires the reporting of Staff Council election results at the December Staff Council meeting.

EFFECTIVE: Immediately

RATIONALE: This bylaw forces Staff Council to hold a December meeting, often resulting in the meeting being scheduled during 'soft closure.' This makes it difficult to reach a quorum at the meeting. The bylaw also prevents election results from being approved at an early meeting. Approving election results earlier, when possible, would result in it being more likely that the annual Staff Council calendar will be completed on time in years that the names of Staff Council members are included.

UAF Staff Council

Committee Membership & Representation

Fall 2013

UAF STAFF COUNCIL INTERNAL COMMITTEES

EXECUTIVE BOARD (7)

Ashley Munro, Chair
 Brad Krick
 Jeannette Altman
 Richard Machida
 MaryAlice Short
 Lesli Walls
 Juella Sparks (Ex Officio)

ADVOCACY (3)

Lesli Walls, Chair
 Debbie Gonzalez
 Robin Weinant

ELECTIONS, MEMBERSHIP, AND RULES (3)

Richard Machida, Chair
 Toni Abbey
 Kirsten Bey

RURAL AFFAIRS (9)

Jeannette Altman, Chair
 Sara Battiest
 Chris Beks
 Kirsten Bey
 Travis Brinzow
 Deb Jeppsen
 Adam Kane
 Evelyn Pensgard
 Greg Simpson
 Ben Tucker

STAFF AFFAIRS (8)

MaryAlice Short, Chair
 Erin Albertson
 Jesse Atencio
 Kirsten Bey
 Kim Eames
 Juan Goula
 Jarkko Toivanen
 Jennifer Youngberg

STAFF COUNCIL REPRESENTATIVES ON EXTERNAL UAF COMMITTEES

- A. ACCREDITATION STEERING COMMITTEE – ON HIATUS
- B. CHANCELLOR'S ADVISORY COMMITTEE FOR THE NAMING OF CAMPUS FACILITIES – Debbie Coxon
- C. CHANCELLOR'S DIVERSITY ACTION COMMITTEE (CDAC) – ON HIATUS
- D. CHANCELLOR'S PLANNING AND BUDGET COMMITTEE– INACTIVE (MEETS IN SPRING)
- E. GOVERNANCE COORDINATING COMMITTEE – Brad Krick & Ashley Munro
- F. INTERCOLLEGIATE ATHLETIC COUNCIL – Debbie Coxon & Jesse Atencio
- G. MASTER PLANNING COMMITTEE–Richard Machida, Rep (4/13-4/16); Brad Krick, Alt (4/13 – 4/16)
- H. MERITORIOUS SERVICE AWARD COMMITTEE – SEAT VACANT

Revised 8/6/13

Page 1 of 2

- I. PARKING ADVISORY COMMITTEE (PAC)** – Tom Langdon
- J. PEOPLE’S ENDOWMENT COMMITTEE** – Debbie Gonzalez
- K. RISE BOARD** – Ian Olson
- L. STAFF APPRECIATION DAY PLANNING GROUP** – Ashley Munro & Maria Russell
- M. TECHNOLOGY ADVISORY BOARD (TAB)** – Adam Kane & Chris Beks
- N. UAF STRATEGIC PLANNING COMMITTEE** – Pips Veazey
- O. WORK-LIFE BALANCE COMMITTEE** – INACTIVE

STAFF COUNCIL REPRESENTATIVES ON EXTERNAL STATEWIDE COMMITTEES

STAFF ALLIANCE

Brad Krick
Ashley Munro

STAFF ALLIANCE

STAFF HEALTH CARE COMMITTEE (SHCC)

Lesli Walls, Representative
Debbie Coxon, Representative
Mary Sue Dates, Alternate
Debbie Gonzalez, Alternate

UNIVERSITY of ALASKA

Staff Alliance Staff Health Care Committee

Meeting Notes
5/28/13

Committee Members:

UAA Voting Member	UAF Voting Member
Melodee Monson, chair X	Leslie Walls
Connie Dennis X	Debbie Coxon X
Alt	Alt
Maureen Hunt	Deb Gonzalez
	Mary Sue Dates
SAA Voting Member	UAS Voting Member
Ivan Leibbrandt X	Gwenna Richardson X
Linda Hall X	Elizabeth Williams
Alt	Alt
Monique Musick	Mae Delcastillo
Heather Arana X	
Alliance Representative	
Monique Musick	
Ex-Officio	
Erika Van Flein	Juella Sparks
David Hinckley X	Michelle Rizk

- A. Approval of Agenda
The Agenda was approved as presented
- B. SHCC membership update
Connie Dennis will be serving on the committee until July. There may be other new membership from UAA also. UAF membership is up to date. This is Ivan's last meeting, otherwise SAA membership is up to date. Elizabeth will be going off the committee in July, otherwise UAS membership is up to date. Melodee will be stepping down as chair after August.
- C. JHCC updates
The JHCC held a short meeting. The Wellness RFP was re-released due to not being distributed as widely as desired. The goal is to award by July 1, with services taking effect October 1. The WIN contract would be extended until the new contract started, but some items, such as IHPs would not

begin until after the new contract to ensure continuity. Collection of biometric data in a timely fashion for the next year may be a concern. The biometric data will be handled by a third party vendor and will not be accessible to the UA HR departments other than the employee has completed the requirements to qualify for price rebate.

Open enrollment went fairly well and number shifts should be available at the next JHCC meeting. Timing of staff appreciation days was discussed in regard to workshops being presented for open enrollment in a timely fashion.

Domestic travel with Premiera will now be part of our benefit package.

Salary band data was distributed and is a snapshot for January through June and is separated by e-classes. There were requests for more information on definition of e-classes and the percent of full-time/part-time positions. Salary differential will be discussed at a further JHCC meeting. SHCC may want to look at this also.

The 300K wellness fund will not fund any future proposals at this time as there is not a proposal mechanism. The bargaining agreements do not specify the funds need to be spent. The information on submitting proposals for the funding will be removed from the website.

Global care was introduced. Global care deals with out of network usage. Alaska providers who are out of network may not be interested in this. The program would work best outside of Alaska. It also works with price and transparency, but UA is already looking at an RFP for a price and transparency vendor. International travel is also provided, but Premiera offers BlueCard Worldwide that handles this for us already. GeoBlue is another option to look at. The topic will be addressed again at a future JHCC meeting.

D. SHCC recommendations on health care

This item will continue to be a regularly scheduled item on the SHCC agenda. It was requested that information on a program such as AFLAC (critical illness/accident coverage) be investigated. We will request information on the possibility from Erika VanFlein.

E. Adjourn – next meeting 6/25/13

The meeting adjourned at 9:25am

Intercollegiate Athletics Council Meeting Minutes - - draft as of May 15

May 13, 2013, 4-5 pm

Nanook Lounge, UAF Patty Center

Present: Debbie Coxon, Andrea Schmidt, Gary Gray, Chris Eversman, Carter Crawford, Dani' Sheppard (Chair), Charlie Hill, Julie McIntyre, Tim Bauer

Minutes approval

Minutes from meetings of March 18, 2013 and April 8, 2013 were approved

Reports

Chair - Dani' Sheppard

- * All agreed to extend invitation to the SWA to attend. She will not be added as a member of the IAC.
- * Chair for next year will depend on pending restructuring of IAC

SAAC

- * No representative present

Athletics - Dr. Gary Gray

- * Gary provided an update on personnel changes being considered (compliance, volleyball assistant coach, media relations director and intern, events management, and marketing), the end-of-year department awards presented at the banquet, graduation this past weekend, budget process, initiative to increase revenue, goals for pending budget cuts to minimize impact on student-athletes, and status of facility report.
- * In the GNAC, Gary will chair the AD/Management Council; Dani' will chair the FAR group, and Chancellor Rogers will chair the Presidents' Council for the next two years.
- * Dani' has also been invited to be the inaugural chair of the FAR group for the hockey conference, WCHA, that we will be joining next year. She has also been selected to serve on the WCHA Executive council with a vote.

FAR - Dani' Sheppard

- * Dani' will be working with new SAAC advisor, Coach Dan Jordan, to revitalize the student advisory group.
- * National hot topic involves proposed "Pathway to Graduation" legislation.
- * Dani' has been invited and will attend all budget hearings for each sport.
- * Dani' will be proctoring annual certification exams for all coaches over the summer.

Old business

Scholar-athlete selection process -

- * Committee members submitted feedback. Dani' will review feedback and provide summary at first meeting in Fall 2013.

Discussion items

IAC purpose/mission

- * Committee members provided suggestions for Chancellor's consideration:

- increased involvement in NCAA and academic issues - IAC should have more oversight;
- committee should definitely be under Chancellor's office, not Athletics;
- membership should include more faculty and be on their workload.

Athletic aid and eligibility/ineligibility of student-athletes

- * Gary distributed a preliminary proposal under consideration. He welcomes feedback.

Facilities Report

- * Gary requested feedback on recent draft of facilities report. Members provided many suggestions regarding addition of membership of facilities review committee to report and how appointed, student-athlete recognition be more recognized in lobby each year, ventilation for rifle, consider indoor track as new sport, disc golf, ADA access (pool, SRC, ice arena and rest rooms), maintenance, Carlson Center agreement benefits, purpose of racquetball courts, process for determining priorities and balancing need vs. cost, and academic advising.

Have a good summer!

Members were provided a satchel with athletics logo in gratitude of service this year.

EMR Report – August 2013

EMR Members Present: Richard Machida, Toni Abbey (quorum met)

Other: Nicole Dufour, Bradley Krick, Jeannette Altman

Topics covered:

Meeting started at 3:05pm on Monday, August 5, 2013

Election software changes with the changes in the Bylaws. Specifically, the at-large members which hasn't been approved.

Moving the motions that were delayed until October to September. The original delay was requested to allow Rural Affairs to further discuss at-large members.

Discussed possible election timing changes to minimize changes to the existing software at least for the Fall election.

Discussed switching the elections to run off of an authenticated Google Form - issues such as privacy need to be addressed.

Meeting adjourned when we lost our quorum at 4:00pm

Respectfully submitted by Richard Machida



Last Name	First	M.
Title		Department
Employee ID	TKL	Work Phone

Employee Performance Appraisal Form

☐ Initial Review
 ☐ 6 month Review
 ☐ Annual
 ☐ Other

Immediate Supervisor: _____ Position Title: _____

Department: _____ Appraisal Period from: _____ to: _____

Mission: The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public service, emphasizing the North and its diverse peoples.

Part I: Performance Factors

Use the following rating scale to rate employee on performance in conducting day-to-day work. Performance factors are organized to support the University of Alaska's mission and values. Under Performance Factor VII, include the top 3 essential job factors that are specific to the job duties of the employee or related to the employee's accomplishments. A total of 30 factors should comprise this list with each factor earning up to 5 rating points. Both employee and supervisor may provide comments. Descriptions of each of the performance factors are included in the attached Performance Factors Definitions.

Rating Levels:

5	Truly Amazing	Performance is consistently extraordinary and is sustained at a level well beyond that of even other excellent employees.
4	Regularly Excels	Performance is consistently better than that expected of a fully proficient employee.
3	Proficient	Performance meets the full expectations of an employee for this job classification.
2	Needs Improvement	Performance is less than that of a fully proficient employee. Improvement is necessary.
1	Not Working Out	Performance does not meet the minimum job requirements. Immediate and substantial improvement is necessary. Performance plan required immediately.

Supervisors should review the employee's position description and note any substantive changes in UAKjobs.com/hr. Please check the appropriate status:

Position Description (PD):	<input type="checkbox"/> Updates made to PD in UAKjobs.com/hr	<input type="checkbox"/> No updates necessary
----------------------------	---	---

Performance Factor (Use Performance Factor Definitions as a Guide)	Employee Rating	Supervisor Rating
I: Communications		
1. Skill and Clarity		
2. Interpersonal Characteristics		
3. Teamwork		
4. Builds and Enhances Relationships		
5. Straightforwardness and Composure		
Comments:		

Performance Factor <i>(Use Performance Factor Definitions as a Guide)</i>	Employee Rating	Supervisor Rating
II. Credibility		
6. Job Knowledge		
7. Comprehension		
8. Judgment		
Comments:		
III. Responsibility		
9. Dependability		
10. Supports Diversity		
11. For Supervisors. For Non-Supervisors. (Circle One)		
12. Safety		
Comments:		
IV. Results		
13. Decision-Making		
14. Resourcefulness		
15. Problem-Solving		
16. Perseverance		
17. Agility		
18. Meets Goals		
Comments:		
V. Character		
19. Ethics		
20. Conduct		
21. Values		
Comments:		
VI. Leadership and/or Management		
22. Planning		
23. Execution		
24. Organization		
25. Innovation		
26. Style		
27. Change Management		
Comments:		

Performance Factor	Employee Rating	Supervisor Rating
VII. Performance Factors Specific to Job Duties		
Provide top 3 essential job functions from position description so that the employee is evaluated on a total of 30 factors in this section.		
28.		
29.		
30.		
Supervisor SubTotal Points (150 possible)		

* NOTE: Supervisors and employees may choose to comment on lesser responsibilities or duties identified on the employee's position description. If so, this feedback can be included under "Part II: Comments."

VIII: Performance Goals		
Performance Goals should support the University's mission and values. Identify goals that were set at the beginning of the performance cycle and summarize substantive accomplishments. Additional sheets can be attached to this section if more space is required.		
Last Appraisal Period Goals	Accomplishments	Supervisor Rating
A.		
B.		
C.		
	Supervisor SubTotal Points: (15 possible)	

154 – 165 = Truly Amazing Employee	Supervisor's Total Points	
127 – 153 = Regularly Excels		
92 – 125 = Proficient		
64 – 91 = Needs Improvement	Last Appraisal Total Points:	
33 – 63 = Not Working Out		

This employee is ready to assume greater responsibilities. Please circle one of the following:	Ready Now	Exhibits Good Potential	Working Well and Well-Placed	No

Goals for the upcoming appraisal period are collaboratively identified with supervisor and employee, with accompanying measurements stated for each goal. Additional sheets can be attached to this section if space is required. These goals should be reviewed periodically and updated with any changes, deletions, or additions as determined to be necessary.

Next Appraisal Period from: _____ **to:** _____

Next Appraisal Period Goals	Measurement
1.	
2.	
3.	

Part II: Comments

This section provides an opportunity for the supervisor, employee, and the next level supervisor (optional) to furnish comments regarding the employee's performance. Additional sheets can be attached if more space is required.

Part III: Signatures & Overall Rating

(1) Employee Signature and Date (*signature acknowledges receipt, not necessarily agreement*):

(2) Rater/Supervisor Signature and Date:

(3) Next Level Supervisor or Department Manager/VP Signature and Date:

Staff Use Only:

Received by Human Resources _____ / _____ _____
 Printed Name / Initial Date

Performance Factor Definitions

For Employee Performance Appraisal

Part I of the performance appraisal form has the employee and the supervisor rate the employee's performance in conducting his/her day-to-day business. The following set of definitions explains the meaning associated with each of the performance factors. Using these definitions as a guide to scoring will help focus and standardize scoring consistency.

I: Communications

1. **Skill and Clarity:** Expresses ideas clearly, both written and oral; succinctly explains concepts to others; provides balanced feedback; demonstrates sensitivity to the communication needs of others; listens well.
2. **Interpersonal Characteristics:** Works for and with others without creating problems; handles confrontations diplomatically; demonstrates respect, patience, and shows an appreciation of others' varied skills and abilities.
3. **Teamwork:** Shares information; works cooperatively in groups; supports and builds consensus; focuses on group results; offers skills/abilities for the good of the team. Demonstrates a good work ethic.
4. **Enhances Relationships:** Creates and strengthens relationships with co-workers, customers, and external parties; negotiates effectively; handles work problems without alienating people; tries to understand others; cooperates with others.
5. **Straightforwardness and Composure:** Steadfast; assesses the facts; forthright, able to recover quickly from challenging situations; maintains self-control at all times.

II. Credibility

6. **Job Knowledge:** Develops and improves level of professional job knowledge; improves skills required to master the work; takes the initiative in tackling new tasks and learning new skills; respected for professional performance at work.
7. **Comprehension:** Understands the job and the associated work; uses understanding to organize and complete work tasks.
8. **Judgment:** Seeks diverse sources of facts and points of view; uses all available data in decision-making; acknowledges mistakes; searches out and uses good examples; demonstrates good choices.

III. Responsibility

9. **Dependability:** Demonstrates good attendance, punctuality, attentiveness. Follows instructions; follows up on tasks and assignments; accepts accountability.
10. **Diversity:** Comprehends and demonstrates the value of cultural diversity and differences among others when working with employees and customers.
11. **For Supervisors:** Thorough, timely, fair, and appreciative when dealing with subordinates' career, challenges, and their difficulties. Accepts responsibility and accountability for tasks and subordinates. **For Non-supervisors:** Deals effectively with peers and superiors. Recommends and supports developmental initiatives and alternative courses of action to improve productivity and teamwork.
12. **Safety:** Demonstrates and expands the culture of safety, safety awareness; promotes safe work habits by example; assumes safety as a professional responsibility. Understands and supports the UA Risk Management process.

IV. Results

13. **Decision-Making:** Makes decisions that improve the organization's performance; gathers information related to problems; analyzes opportunities accurately; makes recommendations that add value.
14. **Resourcefulness:** Works hard to get things done faster, cheaper, and more safely. Not satisfied with maintaining the status quo. A "go-to" person.
15. **Problem-Solving:** Identifies and solves problems resourcefully; plans, assigns, and schedules work load to meet objectives; understands factors within the work environment; appropriately adjusts performance to meet goals.
16. **Perseverance:** Shows determination in the face of obstacles; works diligently within difficult situations to reach successful outcomes.
17. **Agility:** Internalizes new information quickly; learns new work eagerly; grasps business concepts well. Reacts well in adverse situations.
18. **Meets Goals:** Knows and comprehends the University's Strategic Direction, department goals, safety program practices, environmental responsibilities, and the importance of customer service.

V. Character

19. **Ethics:** Ethical in personal and professional dealings; follows ethics policies and regulations.
20. **Conduct:** Respectful, patient, tolerant, understanding, and maintains good self-control. Avoids person to person conflict requiring corrective action (see P04.07.040).
21. **Values:** Makes important decisions based on the University's best interests; acts in ways that build respect; bases actions on established university's principles. Demonstrates fairness. Admirable University representative to the community.

VI. Leadership and/or Management

22. **Planning:** Establishes goals, processes, and procedures; makes credible plans; organized. Evaluates possible events, outcomes and consequences.
23. **Execution:** Assumes ownership and accountability when responsible for a task or project. Gets the job done right, on time, on budget.
24. **Organization:** Uses time and resources efficiently; adheres to plans and schedules; accepts challenges beyond the normal work scope.
25. **Innovation:** Looks beyond existing ways of doing things for solutions; takes risks in search of continuous improvement; anticipates future events; capable of non-traditional thinking.
26. **Style:** A participative consensus-builder. Uses effective listening and communication skills to engage others; builds consensus; influences others in decision-making. Stimulates others to work together toward common goals. Pleasant disposition. Understands the importance of service to others and puts it into practice.
27. **Change Management:** Accepts change; participates in University developments; seeks out new opportunities; sees change as an opportunity; communicates in a positive tone; helps others understand the big picture.

8/13/13

System Governance| Performance Appraisal



System Governance

[System Governance Home](#) » [Statewide Administration Assembly](#) » [Performance Appraisal](#)

Coalition of Student Leaders

Faculty Alliance

Staff Alliance

Statewide Administration Assembly

Agendas and Minutes

Awards

Calendar

Documents and Forms

Elections

SAA Highlights

Performance Appraisal

SF/TF Campuses

Who's Who

System Governance Council

System Governance Office

Academic Affairs and Research

Board of Regents

Performance Appraisal

Memo from Gamble Inviting Comment and Review

In May 2013, President Gamble sent a memo to Staff Alliance Chair Juella Sparks and Statewide Administration Assembly President Moni regarding a draft version of a performance appraisal form that he has been working with the Human Resources office to create. In the memo comment and review on the draft.

The form is intended to be the basis of a conversation between an employee and their supervisor and to include a more "whole person" eval process. Please take a moment to read the memo to better understand the intent and background of the proposed draft. [MEMO](#).

Draft Performance Appraisal Form

The following form is the first draft of a new type of performance evaluation proposed for use at Statewide. SAA invites staff to take this oppo review the form, and to provide feedback on both the form and the possible processes for implementing it. Your feedback will be used to hel a formal response to the proposed form, and to make suggestions for edits and processes.

Some things to consider:

- Will this form be useful to you? If not, why not?
- Does it give you enough information to review the performance of an employee? If not, what more do you need?
- Do you see value in this "whole person" type of performance review?
- Does the scale seem fair and easy to use?
- What do you think is important when implementing a new evaluation tool?

Thank you for your input!

[DRAFT PERFORMANCE APPRAISAL FORM](#)

Please submit your responses using the form below, or by contacting any SAA member.

[SW Alaska](#)

[UAF](#)

[UAA](#)

[UAS](#)

Performance Appraisal Form Feedback

Feedback on Form

Comments on the form itself: language, ratings, clarity, definitions, etc.

Comments on Process

How should the form be used and implemented? How would this tool be used most effectively?

Would you use this form (taking into consideration this is only a draft and modifications are anticipated) in your office?

lizzy Martinez - 14 June 2013, Friday 08:20

SC 241

Attachment 241-7



[ABOUT UA](#) | [UAA](#) | [UAF](#) | [UAS](#) | [STATEWIDE OFFICES](#) | [UAONLINE](#)

The [University of Alaska](#) is an affirmative action/equal opportunity employer and educational institution.
This is my footer
For questions or comments regarding this page, contact noreply.1@uaf.edu.
This site was created by the [System Web Coordinator](#)
This Site is Mobile Web Ready