

January 09 –Managerial Evaluation Time-line

February 15 through February 27, 2009

Cabinet will review and update 08-09 for the following: department priorities (if identified), position description (if available), individual goals and/or other performance variables, projects, and developmental plans.

Managerial Staff will repeat the review and update process for their direct reports until the process is completed for all managerial staff.

In some areas this information may not be available for 2008-09.

March 09 – completion by March 27, 2009

Cabinet and managerial staff review and validate the job descriptions for their direct reports. (if available)

Cabinet and managerial staff prepare the managerial evaluation for their direct reports.

Managerial staff submit the managerial evaluation of their direct reports to their respective supervisor or cabinet member for review by the cabinet member.

Managerial staff (all) prepare self-evaluations per the cabinet member's format and submit to their direct supervisor for review.

Note: all managerial evaluations are subject to Cabinet member approval prior to any discussion with managerial staff. Managerial staff discussions will occur after May 18, 2009.

March 30 through April 30

Cabinet members meet with the president to review and discuss managerial evaluations.

May 18 through May 29, 2009

Cabinet and managerial staff meet with direct reports to conduct evaluation meetings utilizing the managerial evaluation and the self-appraisal.

July through August 09

The cycle begins for 09-10 and cabinet members and managerial staff review and update position descriptions, priorities, goals, projects and other performance variables, and professional development plans.