



LAMAR INSTITUTE OF TECHNOLOGY

A Member of The Texas State University System

Performance Evaluation Instructions

1. Procedure

All new staff employees other than temporary appointees and/or student employees shall undergo a Performance Evaluation upon completion of six (6) months of service following a new appointment with LIT, and at least annually thereafter. All new full-time faculty employees shall undergo a Performance Evaluation upon the completion of their first teaching semester and at least annually at the completion of every spring semester thereafter. Adjunct Instructors shall be evaluated at the conclusion of each semester in which they actively work for LIT. At other times, evaluations may be conducted for the purpose of improving or recognizing performance.

2. Rating System

The rating system is included on the first page on the Performance Evaluation form. It is imperative that all evaluators recognize 3 points as the mid-range. Performance that consistently and effectively meets the expected level on any one performance factor should receive 3 points. It is expected that 50 to 70 % of all employees will receive a three (3) on an individual factor. Employees and supervisors should accept a 3-pt. rating as a good rating. It is expected that across the institution that 0 to no more than 10% of all employees will receive a 5 on any individual factor. In other words, 5 should be the exception and 3 the rule. Review the rating standards listed below:

3. Disciplinary Intent

If the evaluation is to be used as a disciplinary document, the level of disciplinary action must be clearly indicated on the first page of the evaluation and in the comments section. The disciplinary action should be formalized with an accompanying memo of disciplinary action and should follow the guidelines established in the Human Resource Policy and Procedure Manual. Before administering any disciplinary action, please consult with Human Resources.

4. Employee Comments

Employees should be given an opportunity to review the evaluation in private---after the evaluation interview---and to write any comments on the evaluation form or attach a memo.

5. Supervisory Review

Supervisors are responsible for reviewing the evaluation given to the employee and any comments made by the employee. If there is a consistent variation from the standard of 3 points, the reviewing supervisor should discuss this evaluation with the evaluation supervisor. If the employee has disagreed with the evaluation, the reviewing supervisor should validate the evaluating supervisor's ratings or discuss the evaluation with the supervisor and/or the employee.

Reviewing supervisors are responsible for reviewing the evaluations within their department/division as a whole to assure that evaluators have maintained an equitable rating pattern and not skewed the ratings.

6. Filing

All completed and signed Performance Evaluations must be submitted to Human Resources for proper filing and storage in the designated personnel file.