

## **Ouachita Baptist University Administrative Performance Review Process**

The Administrative Performance Review Process provides an annual means of evaluating all administrative services provided. The information gained from the review process will be used to focus our efforts to provide quality services to students and other university constituencies, as well as to guide our long-range planning and assessment activities.

The process will be conducted beginning in the fall and conclude by January 31 each year. All administrative staff and support staff positions will be included in the review. The process includes an assessment of services as a whole and of individual staff members. Following is a timeline of the process.

### *October – November*

- ◆ The Employee Satisfaction Survey and Student Satisfaction Survey are conducted online. They should be opened by mid-October to allow a minimum of 30 days for individuals to complete the surveys.

### *December*

- ◆ Results of the Employee Satisfaction Survey and Student Satisfaction Survey are compiled.

### *January*

- ◆ Survey results are distributed to all faculty and staff.
- ◆ Performance reviews are conducted for all Administrative Staff and Support Staff.
- ◆ Staff, along with their supervisors, develop a Performance Review Action Plan

### **Review process for Administrative Staff**

The review process for administrative staff shall consist of four parts:

- ◆ Each administrative staff member completes a [Supervisor's Leadership Development Instrument](#) for his or her supervisor. The instruments are submitted to Human Resources. The results for each supervisor are compiled and forwarded to the reviewer of that supervisor.
- ◆ Each administrative staff member completes an [Administrative Staff Self-Assessment Instrument](#) and submits it to his or her supervisor.
- ◆ Each supervisor completes an [Administrative Staff Performance Review](#) or [Senior Administrator Performance Review](#) (Administrative Cabinet) for each staff member supervised. The review should be based on information gained from satisfaction surveys, leadership development instruments, self-assessments, input from colleagues who interact with the staff member, and personal interaction.
- ◆ Each administrative staff member, in collaboration with the supervisor, completes a [Performance Review Action Plan](#).

## **Review process for Support Staff**

The review process for support staff shall consist of two required steps and one optional step:

- ◆ **OPTIONAL:** If requested by the supervisor, the support staff member completes a [Support Staff Self-Assessment Instrument](#) and submits it to his or her supervisor.
- ◆ Each supervisor completes a [Support Staff Performance Review](#) for each staff member supervised. The review should be based on information gained from satisfaction surveys, optional self-assessments, input from colleagues who interact with the staff member, and personal interaction.
- ◆ Each support staff member, in collaboration with the supervisor, completes a [Performance Review Action Plan](#).