

2024 Evaluation Timeline

Timeline	Date
Employee completion of a self-evaluation form, if desired or required	Early April
If the evaluation includes ratings that will require a performance improvement plan (Needs Improvement or Unsatisfactory), the supervisor should work with HR on the evaluation prior to it going to the dean/director/AVP.	Before April 26
Supervisor completes the evaluation and submits it to dean/director/AVP for review; this is before it is shared with the employee	By April 26
Dean/director/AVP completes review; either returns to supervisor or forwards to The Divisional VP depending on overall rating. (Divisional VP is to review each evaluation with a composite score above a 4.0)	By May 17
When applicable, the VP completes her/his review and returns them to dean/director/AVP, who returns to the supervisor	By June 3
All evaluations are to be shared face to face (includes virtual meetings – zoom, teams, etc.) with the employee, and signed copies are to be sent to HR.	By June 28