

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Performance Appraisals
<b>FPU Policy Number:</b> FPU-6.0122P
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> 2/12/2015
<b>Date Revised:</b> 2/19/2018
<b>Responsible Division/Department:</b> Human Resources Department
<b>Initiating Authority:</b> Mark Mroczkowski, Vice President and Chief Financial Officer

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to the periodic performance appraisal of University employees who are not represented by a union. This policy replaces FPU-6.0121P Employee Performance Appraisals as to such non-union employees.

**B. POLICY STATEMENT:**

Performance appraisals are used to assist in strengthening the University's workforce by providing for a periodic exchange of information between supervisor and employee about progress, accomplishments and if applicable, areas needing improvement. They are an opportunity for an employee and his/her supervisor to discuss the individual's key responsibilities, to align the responsibilities with the objectives of the department and the University's strategic plan, and to discuss how the individual's behavior fits with organizational values. Performance appraisals provide an opportunity to clarify work standards, discuss training and development needs, set goals for the next year and identify the support needed to reach such goals.

**C. PROCEDURES:**

1. **Probationary Appraisal.** Florida Polytechnic University's probationary appraisals for non-faculty employees should take place within 30 days after the employee's first 90 days of employment in the position, and for out-of-unit faculty members, soon after the faculty member's first semester of employment in the position.
  - a. In the absence of a completed probationary appraisal, a probationary employee will default to an "achieves" (or equivalent rating if "achieves" is not the term used in the appraisal instrument).
  - b. If an employee's probationary period ends during the three months just prior to the annual appraisal, the employee's immediately following annual appraisal may be skipped. If skipped, the employee should then be placed on the cycle for the next appraisal period.
2. **Annual Appraisal.** Supervisors must complete an annual written appraisal for each of their direct reports, and review and discuss the appraisal with the employee. The

signed appraisal must be submitted to Human Resource Department and it will be placed in the employee's personnel file.

POLICY APPROVAL

Policy No.: FPU-6.0122P

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Initiating Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Policies & Procedures Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/Designee

\_\_\_\_\_  
Date

Approved by FPU BOT, if required

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Date

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