Performance Evaluation Process: Fall 2020

DEADLINES	Instructional Faculty	Research Faculty	Admin/ Professional Faculty	Classified Staff
Period of Review	7/1/19 – 6/30/20	7/1/19 – 6/30/20	7/1/19 – 6/30/20	10/25/19 – 10/24/20
Self-Evaluations Due to Supervisor (*recommended*)	TBD by unit head	TBD by unit head	No Later than October 2	No Later than October 2
DRAFT Evals Due to Reviewer	N/A	N/A	October 8	October 8
Hold Eval Review Meeting	TBD by unit head	TBD by unit head	Week of October 19	Week of October 19
SIGNED Evals Due to College	November 20	November 20	October 23	October 23
Complete Evals Due to Central HR	N/A	N/A	October 30	October 30
Forms	COS Self-Evaluation form is **required**. Evaluation form varies by department.	No specific forms. Sample forms available upon request.	Mason LEAPS Online System; available for access starting 9/21/20.	Self-Evaluation form on COS letterhead. Performance Evaluation form created from central HR.
Content	Must reference unit's RPT Guidelines; comment on the impact, strengths, and weaknesses of instructional, service, and research activities (when applicable).	Quality and impact of research. Include quality of teaching, if applicable. May also reflect goals for the coming year and other considerations not included above.	The online form in MasonLEAPS is nearly identical to the form used last year.	Primary duties and core competencies. Definition for each performance rating is available.
Overall Rating REQUIRED. Select ONE from:	- Exceeds Expectations - Meets Expectations - Below Expectations - Unsatisfactory	- Exceeds Expectations - Meets Expectations - Below Expectations - Unsatisfactory	- Exceptional - High Performing - Proficient - Developing/Fair - Unsatisfactory	- Exceptional - High Performing - Proficient - Developing/Fair - Unsatisfactory
Signatures Required	Department Chair; Evaluee	Supervisor; Director/Chair; Evaluee	Supervisor; Reviewer; Evaluee	Supervisor; Reviewer; Evaluee
Reviewer	N/A	N/A	The supervisor's supervisor	COS Director of Human Resources
Copy Distribution	Email copy to COS. Copy to Evaluee & department file.	Email copy to COS. Copy to Evaluee & department file.	Submitted and stored in LEAPS	Email to COS. Copy to Evaluee & department file.

General Administration

- Local HR administrators are responsible for ensuring that all evaluations for faculty and staff in their unit are forwarded to the specified office by the deadlines listed above.

- COS HR will place a roster of the faculty and staff in each unit that need a performance evaluation in MS Teams. Unit heads should review the roster for accuracy and completeness, then send any corrections to cosevals@gmu.edu by September 28.

- All classified staff, research faculty, and research staff members **MUST** be afforded the opportunity to complete a self-evaluation.

- All instructional faculty **MUST** submit their self-evaluation form to their unit head by the date established by the chair.

- All faculty and staff **MUST** be afforded the opportunity to discuss the supervisor's written evaluation of their performance with their supervisor.

- Classified Staff members must receive an "Acknowledgment of Extraordinary Contribution" form in order to be eligible to receive an overall rating of "Extraordinary Achiever" (the highest rating).

- Digital signatures may be used on all performance evaluation forms for the current cycle. Digitally signed evaluations should be forwarded from the sender's GMU email account.

- Signed Performance Evaluations should be emailed to cosevals@gmu.edu. The original evaluation should be kept in the local department file.

- Questions about the performance evaluation process can be directed to cosevals@gmu.edu.