

**Eastern Kentucky University
Special-Called Board of Regents Meeting**

**August 18, 2016
1:00 p.m.**

**Physical Location:
Center for the Arts, Black Box Theatre**

Agenda

- I. Call to Order**
- II. Swearing in of new Regents**
- III. Election of Officers**
- IV. Action Agenda**
 - a. Student Government Association Update & Student Recognition**
 - b. Withdrawal of Sabbatical Program Participant**
 - c. Recommended Affiliated Adjunct Faculty**
 - d. Policy 8.3.3P, Employee Evaluations**
 - e. General Budgetary Discussion and Actions**
- V. Executive Session**
- VI. Adjourn**

I. Withdrawal of Recommended Sabbatical Program Participant for 2016-2017

<u>Name</u>	<u>Department</u>	<u>Previous Action</u>	<u>Amended Request</u>
<u>College Science</u>			
Wilson, Lori	Chemistry	Fall 2016-Spring 2017, Full Pay	Withdrew Request

I. Approve Proposed Affiliated Adjunct Faculty

II. Issue

The recommendation of Affiliated Adjunct Faculty for 2016-2017.

III. Background

Policy 4.6.2 is used for persons of established reputation or distinction in their field for the specific purpose of enabling them to work with graduate and undergraduate students or as members of special research teams or as field supervisors in their discipline.

Alternatives

To not approve the proposed Affiliated Adjunct Faculty.

IV. President's Recommendation

Based upon the recommendations of the Department Chair and the Provost, the President recommends approval.

Recommended 2016-2017 Affiliated Adjunct Faculty

College of Health Sciences

Department of Occupational Science & Occupational Therapy

Name

Rank

Frances Howard

Affiliated Adjunct Instructor

Kayla Lee

Affiliated Adjunct Instructor

Amee M. Osbon

Affiliated Adjunct Instructor

Leslie Reed

Affiliated Adjunct Instructor

Tiffany Sanders

Affiliated Adjunct Instructor

Brittany Soltess

Affiliated Adjunct Instructor

I. Approve Policy 8.3.3P, Employee Evaluation

II. Issue

The proposal is to adopt Policy 8.3.3P

III. Background

In order to be compliant for the University's SACSCOC Accreditation, ECU must have a policies in place covering a variety of areas. SACSCOC Standard 3.2.9 requires that ECU publish "policies regarding appointment, employment, and evaluation of all personnel." At present, ECU does not have a published Employee Evaluation policy. The attached policy would satisfy Standard 3.2.9.

IV. Alternatives

No true viable alternative. ECU could choose not to enact this policy and hope that our SACSCOC representatives do not challenge us on this issue. However, the ECU SACSCOC Reaffirmation Team strongly discourages this option.

V. President's Recommendation

The President supports the University's SACSCOC Reaffirmation effort.



8.3.3P

**Volume 8, Human Resources
Chapter 3, Work Policies and Procedures
Section 3, Employee Evaluation
Approval Authority: Board of Regents
Responsible Executive: Chief Human Resources Officer
Responsible Office(s): Human Resources
Effective: Issued:
Last Revised: Next Review Date:**

Employee Evaluation

Policy Statement

Performance evaluations are an integral part of Eastern Kentucky University's ongoing effort to encourage employees to reach higher levels of achievement and performance. Each full-time and part-time employee will receive a performance evaluation, including constructive recommendations for improvement. These evaluations will occur annually, except when the frequency and timing of evaluations are determined by another University policy or Board Bylaws, or when a job change (i.e., reassignment or promotion) results in more than one appraisal in a fiscal year. Performance evaluations will focus on a set of individual performance goals and, if possible, measurements that are agreed to by the employee and his or her manager. The evaluation will enhance the communication of goals and objectives for each employee. Additionally, annual evaluations result in incremental distinctions regarding performance (a specific numeric rating) and also serve as a vehicle for documenting substandard performance.

Entities Affected by the Policy

- All full-time and part-time employees, excluding temporary, seasonal, intermittent, or student employees
- Managers

Policy Procedures

The following processes are to be used for evaluation of all full-time and part-time employees, excluding temporary, seasonal, intermittent, or student employees. While temporary, seasonal, intermittent, or student employees will not receive a structured written performance evaluation, these employees should receive ongoing feedback on how they are performing their job along with suggestions for improvement.

President

The evaluation of the President is determined by the bylaws of the Board of Regents.

Direct Reports to the President

The President of the University shall determine the process and criteria for evaluation his/her direct reports. Evaluation shall occur annually.

Academic Administrators

Academic Administrators are evaluated under Policy 4.8.1, Evaluation of Academic Administrators, and are defined as:

1. Provost
2. Vice Provost
3. Associate/Assistant Vice President
4. Dean
5. Associate Deans
6. Department Chair or equivalent
7. Other academic administrators designated by the Provost. In making decisions regarding inclusion or exclusion, the following criteria shall apply:
 - a) level and scope of institutional responsibility and impact: and/or

b) unit size in terms of budget and/or personnel.

Faculty

Faculty are evaluated under the following policies:

- Policy 4.6.4, Tenure and Promotion
- Policy 4.6.5, Evaluation of Non-Tenured, Tenure-Track Faculty
- Policy 4.6.6, Evaluation of Full-Time Faculty Not Eligible for Tenure
- Policy 4.6.7P, Post-Tenure Review
- Policy 4.6.14, Evaluation of Part-time Faculty

All Other University Employees

Eastern Kentucky University's annual standard employee evaluation process will take place on a fiscal year cycle. The ultimate responsibility for the completion of the annual process will rest with the employee's immediate manager.

The performance evaluation process should begin with the creation of goals, mutually developed between the manager and the employee, along with the measurements, where possible. During the performance plan period, the manager should provide ongoing feedback for the individual. The final step in this process near the end of the evaluation period should provide ample feedback from the employee and an open dialog between the employee and manager. The employee should be given adequate opportunity to submit written comments related to the appraisal, either during the session or at a subsequent time. The employee is asked to sign the evaluation; however, this signature does not imply that the employee agrees with the assessment; rather, it indicates that the contents of the evaluation have been shared with the employee.

If the employee asks for a copy of his or her appraisal, the request should be granted. However, prior to making the copy, the manager should ensure that any proprietary or sensitive information is redacted.

The retention of all evaluation records shall be in accordance with state law.

Definitions

Manager An employee who has direct supervisory responsibilities over one or more employees at the University.

Responsibilities

Employee Employees are responsible for completing the appropriate self-evaluation as determined by this policy.
Manager Managers are responsible for completing employee evaluations in a timely manner.

Interpreting Authority

Chief Human Resources Officer

Policy Adoption Review and Approval

<u>Policy Issued Date</u>	<u>Entity</u>	<u>Action</u>
July 21, 2016	President	Approved
April 6, 2016	Provost Council	Approved
March 8, 2016	Staff Council	Approved