



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Performance Evaluation Policy**

**VOLUME, SECTION & NUMBER:****ENTITIES AFFECTED:**

**Faculty  
Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Office of the President**

**EFFECTIVE DATE:**

**July 8, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

All Kentucky State University (KSU) supervisors shall provide each of their employees with an annual written performance evaluation, which shall be complemented by an individual performance meeting. The principal purposes of the performance evaluation process are to provide two-way communication between a supervisor and his or her employee regarding the employee's work performance and to establish goals for the upcoming year.

**PERFORMANCE EVALUATIONS:**

Supervisors must conduct written performance evaluations annually. All supervisors must also provide rigorous feedback, coaching, and at least one (1) performance assessment meeting to each of their employees during their employees' introductory periods.

There may be exceptional circumstances that preclude a supervisor from completing an annual written performance evaluation and meeting with all of his or her employees. Supervisors who are unable to complete

a written performance evaluation or meeting shall request an exemption from the Office of Human Resources (HR). HR shall grant the exemption only if extenuating operational circumstances reasonably prevented a supervisor from completing the evaluation and meeting requirement.

### **ANNUAL PERFORMANCE EVALUATION PERIOD:**

The performance evaluation period for employees follows the calendar year (January 1 through December 31). Supervisors shall forward employee performance evaluations for the preceding year to HR by March 15 of the current year.

### **ONGOING EVALUATION:**

Supervisors should provide performance feedback throughout the year and should immediately address any issues through verbal or written notices.

### **COMPLETING THE PERFORMANCE EVALUATION:**

Employees shall complete a self-assessment evaluation. Each employee must provide the completed self-evaluation to his or her supervisor during the annual evaluation meeting.

Supervisors must complete the written evaluation. Each supervisor must then provide the completed evaluation to his or her employee during the annual evaluation meeting. The supervisor and employee must review the supervisor's evaluation and the employee's self-evaluation and discuss goals and objectives for the year ahead.

The supervisor's written evaluation must be signed by the supervisor and the employee, which will serve as confirmation that both have reviewed the document and that the employee received the evaluation. If the employee disagrees with the ratings or comments made by the supervisor, he or she shall have the right to provide a written response to the evaluation. The employee must submit that written response to HR and the supervisor within 10 days following the evaluation meeting. HR shall file the employee's written response to the evaluation with the employee's evaluation, thereby ensuring that both remain part of the employee's official record.

HR will only be responsible for resolving procedural disputes over performance evaluations and is not responsible for resolving any substantive disputes.

### **RECORDKEEPING:**

Supervisors shall be responsible for forwarding their employees' evaluation to HR. HR shall place written evaluations in employees' personnel files and keep them in accordance with the State University Model Records Retention Schedule promulgated by the Kentucky Department for Libraries and Archives (KDLA).

### **RELATED POLICIES:**

Corrective Action Policy

Established Work Rules Policy

Privacy Policy

Promotion and Transfer Policy

**STATUTORY AND REGULATORY REFERENCES:**

KRS 61.878

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