

DIVISION OF STUDENT AFFAIRS PERFORMANCE EVALUATION CYCLE – AY 2024-2025

	Hired Fall 2024	Hired Spring 2025	Hired Fall 2023	Hired Spring 2024	Currently in 3 rd Year	Currently in 4 th Year	Currently in 5 th Year	Currently in 6 th Year
2024/2025	Periodic Evaluation OR Mentoring Meeting		Periodic Evaluation	Periodic Evaluation OR Mentoring Meeting	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)
2025/2026	Periodic Evaluation	Periodic Evaluation OR Mentoring Meeting	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)	
2026/2027	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (3 rd)	Periodic Evaluation	Performance Review (6 th)		
2027/2028	Periodic Evaluation	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)			
2028/2029	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)	Periodic Evaluation				
2029/2030	Performance Review (6 th)	Periodic Evaluation		Performance Review (6 th)				
2030/2031		Performance Review (6 th)						

OVERVIEW OF EVALUATION PROCESS

	When review takes place	What candidate assembles	Who conducts review	Review outcome
Probationary SSPAR Year 1	In Fall semester, a mentoring meeting with the director may be requested in lieu of a formal evaluation.			
Probationary SSPAR Years 2, 4, or 5	Fall semester	Interfolio dossier to include PDS, c.v., prior years' student evaluations and satisfaction surveys, and prior years' performance periodic evaluations and performance review letters.	1) Division Peer Review Committee 2) Director	Completed periodic evaluation form/letter to be placed in Personnel Action File only. <u>Will not</u> be required for submission with subsequent years' performance reviews.
Probationary SSPAR Years 3 or 6	Begins Fall semester; continues through Spring semester	Interfolio dossier to include PDS, c.v., prior years' performance review letters (if available), five significant items in counseling effectiveness and achievements, professional growth, and service.	1) Division Peer Review Committee 2) Director	PDS to be placed in Personnel Action File.