

Effective Date: **June 1, 2015**

**POLICY**

---

**EMPLOYMENT**

# **Employee Handbook – Section 209 Performance Evaluation Program**

---

RESPONSIBLE OFFICE

**Human Resources**

---

## **209 Performance Evaluation Program**

All vice presidents, deans, directors, department heads, managers, supervisors, administrators and support staff will receive a written performance evaluation from their immediate supervisors at least once a year.

A department or school may select to use the University's standardized performance evaluation program or utilize their own performance review process if the performance review form and procedures have been reviewed and approved by Human Resources.

A written performance evaluation form will be completed for each employee and on file prior to the executive approval of the annual salary review recommendations.

Written performance evaluation forms will be maintained in the employee's University personnel file.

An employee who would like to add comments to his or her written performance evaluation form may submit these comments in writing to his/her supervisor. These comments will become part of the employee's University personnel file.

---

THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

---

END OF POLICY TEXT

---

## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)

### Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Annual Merit Process](#)
    - [Performance Management](#)

evaluation, performance evaluation