

## **MANAGEMENT PERSONNEL PLAN PERFORMANCE EVALUATIONS**

### **POLICY**

#### **Preamble**

In a climate of shared governance there should be opportunities to share feedback with colleagues in the context of their performance review. Such feedback should not be intended as personal critique, but rather to provide insight into the individual's strengths and areas needed for development and how those impact the performance of the broader University.

#### **Title V**

In accordance with Title 5, Section 42722 of the California Code of Regulations, all CSU Management Personnel Plan (MPP) employees must receive performance evaluations after their initial six months, at one year of service, and annually thereafter.

The University is committed to fostering a high-performance culture in which individuals are engaged in advancing the University's mission and strategic goals. In support of this commitment, it is imperative that managers receive regular performance evaluations, which provide formal performance feedback, clarify goals and expectations, and establish training and professional development objectives.

- MPP reviewers may solicit feedback from individuals that have regular contact with the MPP under review, whose scope of impact crosses the domains that they manage.
- In limited cases, a performance evaluation may be conducted off-cycle in circumstances where feedback is desired and authorized by the President or designee.
- The annual evaluations must be completed by June 30<sup>th</sup> of each year.

#### **Administrative Review Feedback**

As part of the annual performance evaluation process, individuals possessing at least 3 years of service in an MPP III or MPP IV position, may be mandated to undergo participation in a broad performance-based Administrative Review.

Individuals in MPP III and IV positions generally have broad responsibility for the success of multiple departments. In their positions, they play an important role in ensuring that the campus achieves its strategic goals, while fostering an overall productive work environment. As a means of evaluating and enhancing the effectiveness of these individuals, the Administrative Review process is utilized to solicit feedback from a broad intersection of individuals, who have regular contact with the MPP under review.

**PM 2019-01 (Supersedes PM 2018-01)**

**President Thomas A. Parham**

**March 7, 2019**

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Administrative Review feedback will not be provided directly to the administrator under review and will not be included in their personnel files. Feedback provided via this process will be anonymous, and communicated to the MPP under review in the aggregate, without attribution to a specific individual. Feedback received by the reviewer will be used to assist in preparing the employee's annual performance evaluation.

- Feedback will be broadly solicited from constituents on campus; from domains that the MPP impacts, such as the Division, College and department.
- This Administrative Review process will be aligned with the University's annual performance evaluation process for MPPs, and must be completed by June 30<sup>th</sup> of the subject year.

**MPP performance evaluation processes are subject to guidelines established in collaboration with Division Vice Presidents and the President, and will be implemented by Human Resources.**