

## Start Performance Review

### *Workday Job Aid for Talent Partners, Chairs, & Deans*

## Overview

Use this job aid as a resource to launch a Performance Review for an individual and to view the status of Performance Reviews. Part-time faculty reviews are launched by the Department Chair and full-time faculty reviews are launched by the Dean. Please review instructions for each type of review below before launching the Performance Review.

### Part-Time Faculty:

The Department Chair meets with faculty member to review timeline and identify full-time faculty member in the department who will conduct the classroom observation before launching the Start Performance Review. The part-time faculty member will undergo a comprehensive evaluation every three years at a minimum, consisting of a review of the following:

- Classroom observations • Student evaluation information on file
- Review of instructional materials on file (e.g., syllabi, handouts, tests, assignments)
- Any other materials the part-time faculty member chooses to submit

During the first semester of teaching, counseling, or advising and at least once every three years, the part-time faculty will be observed by a fulltime faculty member in the department. More frequent observations may be required by the department chair or the dean. **P&P 36001.V**.

### Full-Time Faculty:

The Dean meets with faculty member to review timeline, names of peer reviewers and classroom observers before launching the Start Performance Review. The elements of the instructional faculty and counseling faculty performance review include a self-evaluation, student evaluations, peer reviews and observations, and an administrative evaluation. The purposes of performance review are to:

- Promote the highest quality instruction (teaching/learning)
- Encourage the highest quality performance by faculty
- Encourage professional growth and development of faculty
- Assess strengths and weaknesses in faculty performance
- Assess service to the College community (beginning with the 2 year evaluation)

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- Promote the highest quality of counseling and advising (for counseling faculty performance review)

#### FOCUS AREAS OF REVIEW

Faculty members will be evaluated with consideration of the following elements:

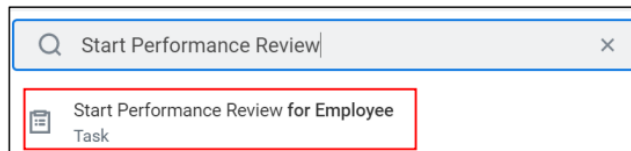
Instructional Faculty	Counseling Faculty
Teaching materials, including syllabi, and mastery of subject matter	Advising
Teaching techniques	Counselor's techniques
Instructor's knowledge of subject matter	Counselor's knowledge and expertise in the dynamics of student needs
Instructor's availability to students	
<p style="text-align: center;"><b>All Faculty</b></p> <ul style="list-style-type: none"> <li>Individual and unit responsibilities</li> <li>Academic and/or activity responsibilities</li> <li>Other responsibilities and activities, such as curriculum development, textbook review and selection, and program accreditation</li> <li>Interpersonal relations</li> <li>Professional growth and development</li> <li>Professional contributions and achievement</li> <li>Service to the College community</li> <li>Progress on individual annual objectives</li> <li>Submission of non-instructional assessment data (CAR and OA) in accordance with established deadlines</li> <li>Timely submission of student grades and participation in assessment practices</li> </ul>	

## Start Performance Review

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### Start Performance Review

1. From the **Search Bar**, enter **Start Performance Review** for **Employee** and click the Task.



Search Bar: Start Performance Review

Start Performance Review for Employee Task

2. Fill in the following fields:

- **Employee:** Enter the individual's name or select from the drop-down list.
- **Review Template:** Select the applicable template. Only templates relevant to the individual's role display. If an Employee is not selected, the review template field remains blank.
- **Period Start Date:** Enter the start date of the review period.
- **Period End Date:** Enter the end date of the review period.

3. Click **Submit**.

**Note:** The Performance Review is initiated, and the Employee receives a Workday **My Tasks** task to complete.

### View Performance Review Status

1. From the **Home** screen click the **My Tasks** icon.



2. Click the **Archive** tab.
3. Locate and select the **Review** task.
4. The **Process History** displays.
5. Review the **Status** column.

Process	Step	Status	Completed On	Due Date	Person
Start Performance Review	Start Performance Review	Step Completed	04/12/2021 11:00:41 AM		Carla Chair
Start Performance Review	Complete Self Evaluation	Not Required			
Complete Self Evaluation for Performance Review	Complete Evaluation	Awaiting Action			Fran Faculty (Employee As Self)

**Note:** The image above shows a few status examples. Other status types and steps may display depending on the Performance Review. For example:

- **Awaiting Action:** Review is not complete. Awaiting action from the assigned "Person" (e.g. Employee or Department Chair).
- **Saved for Later:** Employee or Department Chair needs to take action because the review is not complete.
- **Remaining Process:** If additional steps remain, the "Remaining Process" icon appears. It implies the review is not complete. You can click it to view the remaining steps.

