3.2.9

Personnel Appointment

The institution publishes policies regarding appointment, employment, and evaluation of all personnel.

ı		d	a	m	9	n	t
J	ч	u	ч		C		ι

¥	Compliant	☐ Non-Compliant	☐ Not Applicable
_	Compilant	- Non compliant	- Not Applicable

Narrative

Note: Text for all linked documents below can be increased/decreased for ease of reading by pressing your keyboard's Ctrl key while rotating the mouse wheel.

Angelo State University defines and publishes policies regarding the appointment, employment, and evaluation of all personnel in the *The Rules and Regulations of the Board of Regents of the Texas Tech University System* (*Regents' Rules*) and the ASU Operating Policies and Procedures manual (ASU OP Manual).

Relevant sections of the *Regents' Rules* include Chapter 3, Personnel and Chapter 4, Faculty. The *Regents' Rules* are published on the TTU System website, and a link to the rules is provided on the ASU OP Manual home page.

Relevant sections of the ASU OP Manual include Chapter 52, Human Resources and Chapter 06, Academic Policies—Faculty. Chapter 52 includes policies and procedures on a variety of employment-related issues such as equal employment opportunity, provisions of the Americans with Disabilities act, leaves of absence, benefits, employee working hours and holidays, retirement, performance review, and other issues applicable to all ASU employees. Chapter 06 includes policies and procedures applicable to ASU faculty, including information about academic workload, faculty development leave, and tenure and promotion procedures. The ASU OPs cross reference relevant sections of the *Regents' Rules* as appropriate. Specific policies regarding the appointment, initial employment, and evaluation of personnel include the following:

- ASU OP 52.21, Job Posting, Advertising and Recruitment
- ASU OP 52.35, Performance Evaluations
- ASU OP 06.04, Appointments and Reappointments to the Faculty
- ASU OP 06.24, Academic Administrator Returning to Full-time Faculty
- ASU OP 06.28, Annual Performance Evaluation for Tenured and Tenure-Track Faculty

The *Regents' Rules* and the ASU OP Manual are publicly available online. Policies governing conditions of employment at ASU are developed, approved, and reviewed in accordance with procedures outlined in ASU OP 02.04, Operating Policy and Procedure Manual for Angelo State University. The ASU OPs home page includes links to a list of updates to existing OPs and drafts of new OPs, and the university community is notified of the publication of new policies and significantly revised policies via e-mail in accordance with ASU OP 02.04.

INITIAL APPOINTMENT AND EMPLOYMENT

The Human Resources department publishes a number of training tutorials designed to assist ASU search committees and individuals with the hiring process and ensure selection of the best candidates for available positions. For example, a short tutorial entitled Hiring Staff Employees is available on the Administrative Processes Training page. The Human Resources department also publishes forms to facilitate compliance with the institution's appointment and employment policies including, for example, a Hiring Matrix which must be completed and turned in by the hiring department.

Once hired, all new employees, including faculty, staff, students, and temporary employees, are informed about conditions of employment at ASU in accordance with the procedures outlined in ASU OP 52.27, New Employee On-Boarding and Orientation. On the first day of employment, new employees report to Human Resources to complete essential employment, payroll, and benefits paperwork. In addition, several disclosures are given to and acknowledged by the employee. During the orientation process, new employees are directed to the "Welcome, New Employees" tab on the Human Resources website, which includes links to information for new faculty and staff employees, new student employees, and new temporary/casual employees. Human Resources personnel also give new employees printed materials describing conditions of employment and deliver a "Welcome to ASU" presentation, which includes information about how to access the online ASU OP Manual and the Human Resources website.

EVALUATION

To encourage and ensure quality service, all ASU personnel are evaluated annually by the person to whom they report, as summarized below.

Evaluation of Staff Employees

Annual performance reviews are conducted in accordance with ASU OP 52.35, Performance Evaluations. During the review process, supervisors meet with their employees and review work-related performance for the previous calendar year. In addition, supervisors discuss the performance expectations for the current year. To facilitate the review process, performance review forms have been developed that define specific job performance factors for different types of employees. These forms include the Non-Supervisor Performance Review Form and the Supervisor Performance Review Form. Each form outlines expectations for the evaluation, defines the rating system, and includes an Employee Self-Review section, which employees complete prior to submitting the form to their superior. The superior uses the form to rate the employees in several areas of job performance, including, but not limited to, job knowledge and skill set, interpersonal skills, and compliance with university policies and rules. The final sections of the form provide space for the superior and the employee to address critical success factors as well as goals, training, and development opportunities for the next evaluation cycle.

Employees review the completed form before both the superior and the employee sign it. Employees are expected to sign the form regardless of their agreement with the contents, as explained in a short statement above the signature line. An optional section is provided for employees to provide additional comments. Copies of completed review forms are retained by Human Resources.

The evaluation process is directed toward the professional development of ASU employees and their continual work-related improvement. Redacted examples of completed annual evaluations of non-supervisory employees are attached (an assistant and an office coordinator). Redacted examples of completed annual evaluations for supervisory employees are also attached (an associate director and a manager). (NOTE: Human Resources obtained permission from the above parties to include redacted evaluations for the Off-Site Team's review.)

Evaluation of Administrators

The ASU President is evaluated annually by the chancellor based on performance in meeting defined responsibilities, and all other ASU administrators are evaluated by the person to whom they report in accordance with the process outlined above. See Comprehensive Standard 3.2.10, Administrative staff evaluations for details, including representative examples of completed administrator evaluations.

Faculty Evaluation

All faculty members employed by the institution—including tenured faculty, non-tenured/tenure-line faculty, and non-tenured-eligible faculty (part-time and full-time)—are evaluated annually using a department-level process overseen by department chairpersons. This process is described and representative examples of faculty evaluations are provided in Comprehensive Standard 3.7.2, Faculty evaluation.