

PERFORMANCE APPRAISAL

Professional staff will receive a performance appraisal at least once annually. The employee's immediate supervisor shall execute the performance appraisal in writing. The employee will then reviews and discuss the appraisal with his/her supervisor. The employee shall have the right to comment on or refute any part of the appraisal. This must be in writing and attached to the appraisal.

The original copy is to be retained in the employee's personnel file in the Office of Human Resources, and one copy is to be furnished to the employee.