



**THE UNIVERSITY of  
NEW ORLEANS**

**Policy No:** AP-BA-45.2  
**TITLE:** Performance Appraisal Requirements for Classified, Unclassified, and Academic Employees  
**EFFECTIVE DATE:** March 28, 2014  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2016

**ADMINISTERED BY:** Office of Vice President for Business Affairs

**PURPOSE**

To ensure that classified, unclassified, and academic employees are evaluated in timely and consistent manner pursuant to Louisiana Department of State Civil Service regulations and all applicable University of Louisiana System and University of New Orleans policies and procedures.

**AUTHORITY**

*Chapter III, Sections IV & X UL System Bylaws; Louisiana Department of State Civil Service regulations.*

**GENERAL POLICY**

Classified Employees:

Classified employees shall be evaluated each year in accordance with the regulations established by the Louisiana Department of State Civil Service as described below. Detailed information about this process may be found on the [State Civil Service website](#).

July 1 – August 31	PES Evaluation period for completed preceding performance year
September 15	PES Request for Agency Review deadline to HR for preceding year performance evaluation
July 1 – Sept. 30	PES Planning period for new performance year
October 15	Agency Reviewer deadline to render decision
10 days from Agency Decision	PES Request for CS Director Review deadline for preceding year performance evaluation
30 days after PES files receipt	CS Director deadline to render decision

Unclassified Employees:

Unclassified employees will be evaluated over the period of December 1 to January 15 each Calendar year in accordance with the University of New Orleans [Unclassified Employee Performance Appraisal](#)

or the [Executive Employee Performance Appraisal](#) procedure depending upon the position being evaluated.

Supervisors of unclassified personnel are encouraged to develop and discuss individualized performance expectation plans for each subordinate at the beginning of the evaluation period. These expectation plans may serve to prevent misunderstandings concerning evaluations and/or daily responsibilities by clarifying the supervisor's expectations for all areas of a subordinate's work performance. Additionally, rating supervisors are encouraged to link performance expectations to the rating factors in the appraisal and put the expectations in writing for rating supervisor/rated employee acknowledgement. For assistance in developing a performance expectation plan, supervisors may contact the Training and Development Manager within the Office of Human Resource Management.

Academic Employees:

Academic employees will be evaluated by May 31 of each year in accordance with the Faculty Evaluation Protocols Policy.

A handwritten signature in black ink, appearing to read "Peter J. Fos". The signature is stylized and cursive.

Peter J. Fos, Ph.D., M.P.H.  
President  
University of New Orleans