



**THE UNIVERSITY of
NEW ORLEANS**

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

Policy No: AP-BA-45.3

**TITLE: Performance Evaluation
Requirements for Classified,
Unclassified, and Academic
Employees**

**EFFECTIVE DATE: March 28, 2014*
(*Policy Revised, see below)**

CANCELLATION:

REVIEW DATE: Spring 2023

PURPOSE

The purpose of this policy is to ensure that classified, unclassified, and academic employees are evaluated in a timely and consistent manner in accordance with Louisiana Department of State Civil Service regulations and applicable policies of the University of Louisiana System and the University of New Orleans.

AUTHORITY

UL System Bylaws Chapter III, Sections IV and X; 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 summarized below. Detailed information about this Performance Evaluation System (PES) process can be found on the [State Civil Service website](#).

July 1 – August 31	PES Evaluation period for completed performance year
September 15	PES Request for Agency Review deadline to HR for 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 Civil Service Director Review deadline for preceding year performance evaluation
30 days after PES file receipt	Civil Service Director deadline to render decision

Unclassified Employees

Annual performance evaluations of unclassified employees will be conducted each year during the period of July 1 through August 30 for the prior year ending June 30.

Supervisors are required to discuss each employee's annual performance evaluation with the employee in order to ensure the employee understands the reasons for the ratings and comments in the evaluation. Supervisors are required to maintain adequate records of the employee's performance throughout the year to justify the ratings and comments in the evaluation. Supervisors and employees are required to set meaningful goals for the next year and track progress toward those goals throughout the year. Performance evaluation should be treated by supervisors as a continuous process of providing feedback to the employee throughout the year which is then summarized in the annual performance evaluation document.

Academic Employees:

As required by the UNO policy "Faculty Workload" (AP-AA-22), each department chair shall lead the development of an annual evaluation framework. Academic employees will be evaluated annually by the department or school chair utilizing a framework that aligns with the Faculty Workload policy and the Faculty Senate Reappointment, Tenure, and Promotion (RTP) document.



John W. Nicklow
President
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**Policy Updates:
Revisions: 02/09/2021*