

Administrator Role in the Performance Review Process

1. Work with the administrative leaders in the offices/units for which you have oversight to ensure a performance review process is in place that meets our organizational expectations.
2. Communicate continuously with administrative leaders on performance issues.
3. Conduct performance reviews for the administrative leaders in the offices/units for which you have oversight.
4. When performance challenges occur, strategize with the administrative leaders and appropriate administrators to decide on a plan of action. Take the leadership for following up on all performance related issues, the preparation of a performance improvement plan, as needed, and the performance review process.
5. Ensure that permanent personnel files for all colleagues are maintained.
6. Act as a mediator when a colleague in an office/unit for which you have oversight chooses not to sign the performance review documents.
7. Seek support from the Dean or Associate Dean when mediation is not successful.
8. Seek support from the Associate Dean and/or Human Resource Development Director if additional assistance is needed to ensure an effective performance review process.