

# Evaluation of Exempt Employees

## Employees – Exempt Employee Code

### CWU Policy 305-10

**Effective:** September 5, 2012

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

Appendix A – Evaluation of Exempt Employees Procedure

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**(1)** All administrative exempt personnel shall be formally evaluated by their supervisors at least once each year. Informal evaluation is also encouraged on a frequent and continuing basis.

#### **(2) The purposes of the evaluation shall be:**

- A. To ensure that each administrator assumes responsibility for regular evaluation of employees under his/her jurisdiction.
- B. To establish the value of each employee's contribution to the cooperative effort of the institution.
- C. To motivate individuals to higher standards of job performance.
- D. To enhance and encourage the personal and professional development of employees.
- E. To provide information by which an individual may improve in the performance of his/her current duties.
- F. To provide a basis for allocating rewards equitably among employees.
- G. To acquire information on which to base personnel decisions.

**History:**

*EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09: Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-30-020, June 2025 Attached Procedure CWUR 6-30-020 as Appendix A, June 2025*

## Appendix A - Evaluation of Exempt Employees

- (1) Formal evaluation of all exempt employees shall be in writing using the university's approved annual evaluation instrument covering those aspects of performance that are significant for either positive or corrective comment and which provide the individual with a clear indication of the level of performance achieved (exceeds expectations, meets expectations, needs improvement or unsatisfactory). The statement of evaluation shall be completed annually as established by the human resources department to meet appropriate deadlines such as salary adjustments including pay for performance. An annual performance development plan evaluation and upcoming yearly expectations will be sent to the human resources department for inclusion in the employees human resources file.
- (2) A 360° evaluation process may be used when conducting annual evaluations for any exempt employee. Human resources will develop all appropriate procedures, guidelines, tools such as the formation of review task forces and sample questions, for use in the 360° evaluation process.
  - A. Academic Administrators – A 360° evaluation process is required for academic administrators every five years. Academic administrators include but are not limited to positions such as the provost, deans of the university's colleges and library and the associate/assistant provost. The 360° evaluation will be conducted in accordance with procedures established by human resources to include the formation of a review task force. The faculty senate as well as other constituent groups will be provided an opportunity to provide input on academic administrators. The appointing authority may conduct a 360° evaluation at any time or may request additional input from the faculty senate or other constituent groups.
  - B. Senior Administrators – A 360° evaluation process is required for senior university administrators every five years. Senior administrators include but are not limited to positions such as vice presidents, chief of staff, and associate/assistant vice presidents. The 360° evaluation will be conducted in accordance with procedures established by human resources to include the formation of a review task force. The faculty senate as well as other constituent groups will be provided an opportunity to provide input on senior administrators. The appointing authority may conduct a 360° evaluation at any time or may request additional input from the faculty senate or other constituent groups.
  - C. Human resources shall maintain a schedule for review of academic and senior administrators.
  - D. When a 360° evaluation process is used, the supervisor and human resources representative will meet with the employee to determine what constituencies such as faculty, staff, or community individuals should be represented in the evaluation.
  - E. Normally the process for a 360° evaluation will begin in the fall quarter with the assessment instrument being completed in the spring quarter.
  - F. When a review task force is used, the chair of the task force should normally be at the same or higher level administrative position as the employee being evaluated. The supervisor or task force representative will be responsible for gathering data in the form of surveys and other assessment instruments in concert with human resources. The review task force shall submit a report of findings to the supervisor that will be used as one part of the overall evaluation.
- (3) The supervisor will meet with the employee to discuss the content of the annual evaluation, which includes the most recent 360° evaluation process for academic and senior administrators, and to plan for the subsequent year's expectations. A professional development plan will be developed at the beginning of each yearly review period to address the upcoming year's expectations and any items found to need improvement, to include items identified during the 360° evaluation process.