

North Dakota State University

Policy Manual

SECTION 167

RESPONSIBILITY REVIEWS FOR NON-FACULTY PERSONNEL

SOURCE: NDSU President
SBHE Policy Manual, Section 604.3
NDUS Human Resource Policy Manual, Section 17

Performance development is a positive, goal-oriented means to improve individual performance on the job and to recognize improved performance at all levels of employment. Performance development is based on job clarification; improved communication and understanding between supervisor and employee; and upon the definition and review of results for personal, group and organizational achievement.

1. Responsibility reviews are conducted by the supervisor for all non-faculty personnel not covered by NDSU Policy 352 or Policy 327 at least once each year (and at the completion of a broadbanded staff member's probationary period). These reviews will be based on the following principles:
 - 1.1 The mutual review of job responsibilities insuring they continue to accurately represent the employee's role in departmental objectives and the institution's overall mission;
 - 1.2 A mutually agreed upon performance development plan which includes a review and discussion of the progress made in accomplishing goals established within prior year performance plans;
 - 1.3 Determination of an individual's future training needs including necessary resources to achieve the goals as established within the performance development plan; and
 - 1.4 Solicitation and follow-up on suggestions for continuous improvement of organizational processes and systems within which the individual works.
 - 1.5 Supervisors are encouraged to solicit feedback from all relevant stakeholders (including, but not limited to, faculty and staff who interact with the employee) as part of the annual review process. Feedback should be collected through a consistent means, such as letters, interviews or surveys.
2. *The initial review and all subsequent reviews will include a discussion between the employee and his/her supervisor about the employee's work performance based on the employee's job description and feedback from a variety of sources.*
3. *After this discussion, the employee will be asked to sign the supervisor's written account of the Responsibility Review:*
 - 3.1 *Supervisors of broadbanded staff must use the Responsibility Review form available from the Office of Human Resources/Payroll.*
 - 3.2 *Supervisors of non-broadbanded staff may use the Responsibility Review form from the Office of Human Resources/Payroll or may put the evaluation in letter form.*

The signature is not an indication that the employee agrees with the review, only that the employee has seen it.

4. *If the employee does not agree with the supervisor's review of his/her performance, the employee may submit a written statement regarding the review which will be attached to the Responsibility Review form or the letter. These reports are a permanent part of the employee's official personnel file.*

5. *Initiation of review process*
 - 5.1 *The Office of Human Resources/Payroll will send letters quarterly to remind supervisors of broadbanded staff of the due dates for an employee's Responsibility Review.*

 - 5.2 *Supervisors of non-broadbanded staff are responsible for regularly initiating the responsibility review. The Office of Human Resources/Payroll will provide this service for non-broadbanded staff reviews upon a supervisor's request.*

6. *All supervisors are responsible for assuring that these reports are filed in the employee's official personnel file (see NDSU Policy 718) when the review is complete.*

For policy on faculty periodic reviews, see Section 352.4.

HISTORY:

New	October 1991
Amended	June 1996
Amended	December 1999
Amended	September 2001
Housekeeping	December 28, 2010
Amended	November 30, 2021