

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 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.
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