

Northeast Wisconsin Partnership for Children and Families
Hiring of NEW Partnership Staff & Annual Evaluation and Job Description of Director
November 11, 2005

Purpose: To specify the involvement of the NEW Partnership Steering Committee in the hiring of staff for the NEW Partnership and in the annual evaluation and job description changes of the director of the NEW Partnership.

Policy: *Hiring of new staff for the NEW Partnership* – According to the Steering Committee Responsibilities and Membership Policy, the Steering Committee participates in the “appointment of representatives to serve on Search and Screen committees for the purpose of filling staff vacancies at the NEW Partnership”. When there is a staff vacancy for an existing position or an opening for a newly created position, the NEW Partnership director or designee will notify the Steering Committee and request appointment of representatives to the Search and Screen Committee. All university policies and procedures related to Search and Screen activities will be followed.

Annual evaluation of the NEW Partnership director – According to the Steering Committee Responsibilities and Membership Policy, the Steering Committee participates in the “annual evaluation of the Director of the NEW Partnership by providing feedback to the Dean of the College of Professional Studies”. The NEW Partnership Director will schedule time at one of the properly noticed quarterly Steering Committee Meetings for the Dean of the College of Professional Studies to attend the meeting to allow Steering Committee Members the opportunity to provide input and advice as to the performance of the NEW Partnership director.

Job description changes of the NEW Partnership director – The Steering Committee will be solicited to provide input for significant changes in the duties and job description of the NEW Partnership director position.

Definitions: Search and Screen – The process by which vacant positions are advertised and hired at the University of Wisconsin-Green Bay.

Annual Evaluation – Each university employee is evaluated annually on his or her performance by his or her direct supervisor. The Dean of the College of Professional Studies is responsible for conducting the annual evaluation of the NEW Partnership Director.

Rationale: All staff of the NEW Partnership for Children and Families are employees of the University of Wisconsin-Green Bay. Therefore, all university hiring and evaluation policies and procedures must be followed. However, since most of the work of the staff of the NEW Partnership is conducted on behalf of the members of the NEW Partnership, it is imperative that the Steering Committee be involved in the hiring of NEW Partnership staff and the annual evaluation and job description of the NEW Partnership director.

Initially approved by the NEW Partnership Administrators on November 11, 2005. Revisions approved by the NEW Partnership Steering Committee on October 21, 2010 and October 21, 2011. No changes were recommended upon annual review by the NEW Partnership Steering Committee on 10-20-06, 10-19-07, 10-23-08, and 10-22-09. Signed on behalf of the Steering Committee by:

Todd Romenesko, Chair – Steering Committee

Stephanie Reilly, Director – NEW Partnership