

WORKDAY: INSTRUCTIONAL ACADEMIC STAFF (IAS) PERFORMANCE REVIEWS



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IAS REVIEWS IN WORKDAY

What's Changing

- New online modality for the IAS annual review in the Workday system
- Timeline
- Rating Scale (now consistent with non-instructional employees)
- Employee self-evaluation process
- Form does not auto-route to Dean in Workday

What's Staying the Same

- Unit process for engagement with the Executive Committee during IAS reviews
- Unit process for any additional materials requested from the IAS member during the review process
- Review criteria - still based upon the individual role of the IAS member
- Unit chair as signatory authority for the review
- Annual reviews in Workday will only be conducted for IAS in the teaching professor series (not Lecturers)



Annual Performance Review Timeline Overview



Annual Reviews opened in July
(no requirement to start IAS
process during the summer)

The process was launched for all institutions and
all employee types at the same time



Expected completion in October
each year

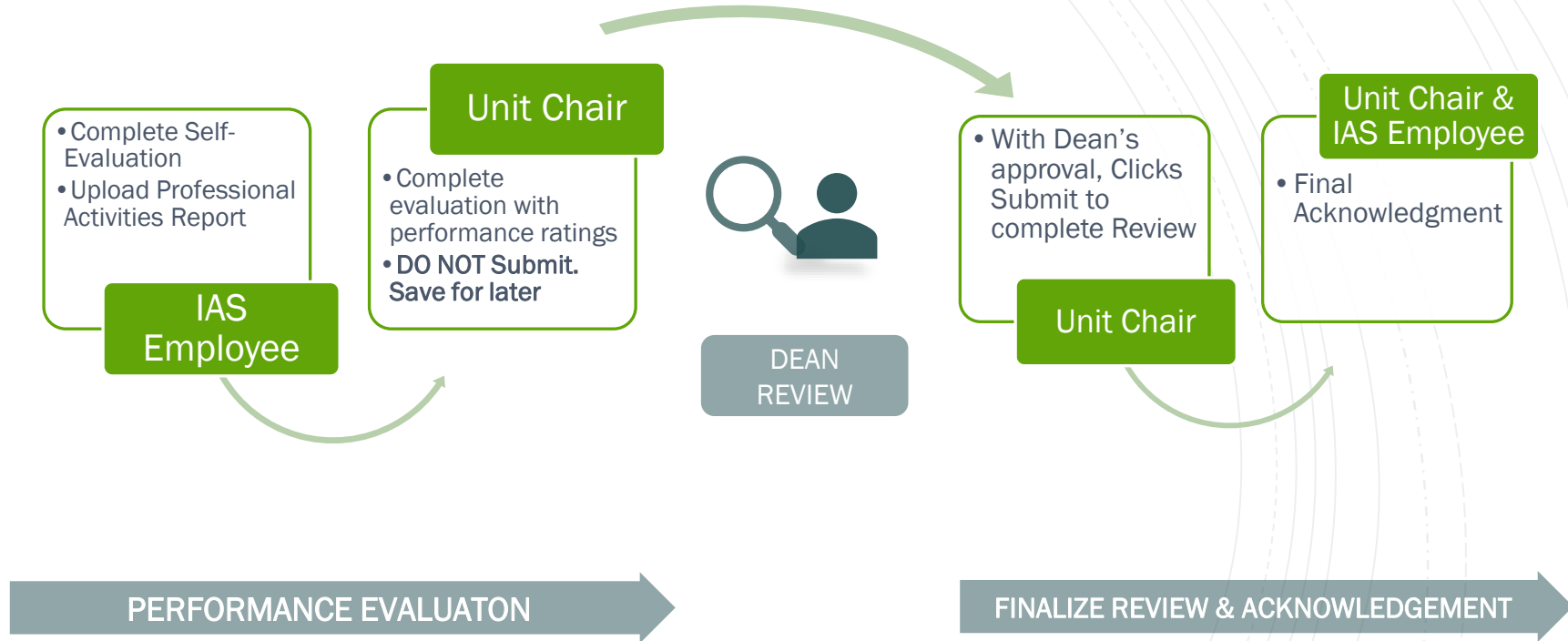
2024-2025 Academic Year Review

- IAS employee and chair sections complete by
October 31, 2025
- Dean review and finalization in Workday by
November 21, 2025



HR Talent Partners will have a report available to monitor
progress and inform Deans/Dean Assistants of completion
status.

HIGH LEVEL OVERVIEW: INSTRUCTIONAL ACADEMIC STAFF REVIEWS



Stakeholder	Step Name	2025 Deadline	Process
IAS Employee	Self-Evaluation	10/1/2025	<ul style="list-style-type: none"> • Comment on three areas • Self-rate three areas (optional) • Upload supporting documents (i.e. PAR)
Unit Chair	Manager Evaluation	10/31/2025	<ul style="list-style-type: none"> • Comment on three areas • Rate each of the three areas • Upload supporting documents (optional) • Provide overall rating • Connect with Unit Executive Committee (if applicable) • Meet with employee to discuss evaluation • Stop – “save for later”, but do not submit
Dean	Review	11/14/2025	<ul style="list-style-type: none"> • Dean reviews and consults with chair as needed • Dean comments added by chair (if applicable)
Unit Chair and IAS Employee	Submit & Complete	11/21/2025	<ul style="list-style-type: none"> • Chair connects back with employee if any changes are made to the evaluation after Dean Review • Chair submits in Workday • Employee acknowledges and provides optional comments • Chair acknowledges and provides optional comments, after which the process is completed.

DETAILED IAS REVIEW PROCESS & TIMELINE



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EVALUATION AREAS (IAS & CHAIR)

1. Describe/comment on teaching activities and effectiveness
2. Describe/comment on professional activities*
3. Describe/comment on service activities*

* If the role does not include professional or service activities as a job responsibility, write n/a and choose “not applicable” as the rating

Complete Self Evaluation

Self Evaluation: Instructional
Academic Staff Annual
Evaluation - 2025: Rachael ...

Actions

06/30/2025 - 06/30/2025



- Teaching**
- Professional Activity
- Service
- Supporting Documents
- Overall Evaluation and Rating for Non-primary J...
- Review and Submit

Teaching

In the answer box, describe your teaching activities and effectiveness. An answer is required.

- Rate your performance in this area.

Question **Employee:** Please describe your teaching activities and effectiveness.

Manager: Please comment on teaching activities and effectiveness.

Employee

Answer *

Format **B** **I** **U** **A**

Employee Summary

Rating

select one

Rating Description

select one

Not Applicable

Failing to Meet Expectations

Partially Meeting Expectations

Meeting Expectations

Exceeding Expectations

Back

Close

RATING SCALE

IAS

Failing to Meet Expectations

Partially Meeting Expectations

Meeting Expectations

Exceeding Expectations

Overall

The Overall Rating should be reflective of performance in teaching, professional activity, and service.

- Employee self-rating should be considered when selecting an overall rating.
- Overall Rating should be in alignment with Individual Item ratings.
- Human Resources will be notified of an overall rating of Failing to Meet Expectations.
- Any needed performance improvement strategies should be discussed with your Human Resources team.

Manager

Rating

* Exceeding Expectations

Rating Description

select one

Failing to Meet Expectations

Partially Meeting Expectations

Meeting Expectations

Exceeding Expectations

Comment

communicated expectations.

- * Rating scale is consistent with non-instructional Performance Evaluations
- * If you have questions about performance reviews and ratings, please contact your HR Talent Partner



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Rating Scale Definitions and Example

Exceeds Expectations

Performance consistently exceeds the communicated expectations.

Meets Expectations

Performance consistently meets the communicated expectations.

Partially Meets Expectations

Performance does not consistently meet communicated expectations.

Failing to Meet Expectations

Performance is consistently below expectations and/or reasonable progress has not been made.

■ Example for Teaching Activities & Effectiveness*:

- *Exceeds Expectations*: Consistently delivers engaging, inclusive, and pedagogically sound instruction; innovates in teaching methods; renowned for excellent teaching and receives outstanding student feedback.
- *Meets Expectations*: Delivers clear and effective instruction; uses appropriate teaching methods; receives generally positive student feedback.
- *Partially Meets Expectations*: Instruction is occasionally unclear or lacks engagement; student feedback indicates areas for improvement.
- *Does Not Meet Expectations*: Instruction is frequently ineffective or unclear; student feedback is consistently negative.

* This example is for instructional purposes only. Deans/Units may have rubrics for assessment unique to the individual college/unit.



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ACKNOWLEDGEMENT STATEMENT

Employee

- I acknowledge I have received this performance evaluation information. (required)
- Comments (optional)

Manager

- I acknowledge I have shared this performance evaluation information. (required)
- Comments (optional)

Acknowledgement does not constitute agreement. If an employee disagrees with the evaluation, they may provide comments which outline their reasons for disagreement. Those comments will then be included as part of the performance evaluation document in the personnel file.



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OTHER PERFORMANCE REVIEWS FOR IAS EMPLOYEES

- **First Semester Review:**

- First semester reviews will still be conducted for new Instructional Academic Staff employees (those who start their position on 8/25/2025).
- The first semester review will do be done on a Word document, but will have the same structure as the Workday review.
- Form: [Instructional Academic Staff Performance Review Form \(Non-Workday\)](#)

- **Anytime Review:**

- If there is need to do a review be conducted outside of the annual process, chairs may be able to do an “anytime review”.
- This review would be done on the same [form](#) as the First Semester Review, and would require consultation with the applicable HR Talent Partner.

FOLLOW-UP ACTIVITIES

- After this week's sessions, we will send out the following to all teaching professors:
 - Slide Deck
 - Recording of this session
 - Video demonstration of the IAS evaluation process
- For questions about completing your review, please contact your unit chair or the HR Talent Partner assigned to your college:
 - CAHSS: Beverly Majewski (majewskb@uwgb.edu)
 - CHESW: George Petrie (petrieg@uwgb.edu)
 - CSB: Julie Stanelle (stanellj@uwgb.edu)
 - CSET: Rachel La Crosse (wautierr@uwgb.edu)



QUESTIONS?



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