Instructional Academic Staff Performance Review Form

This form should be utilized for Instructional Academic Staff reviews that are unable to be completed in Workday (First Semester Reviews and Anytime Reviews). All annual reviews for Instructional Academic Staff must be processed through Workday.

The Office of Human Resources will place this completed form in the employee’s personnel file and it will be utilized to confirm eligibility for compensation adjustments in alignment with the UW-Green Bay [Compensation and Pay Plan Policy](http://www.uwgb.edu/UWGBCMS/media/policies/files/Comp-and-Pay-Plan-Policy-Final.pdf?ext=.pdf) and [SYS 1278, *UW System Pay Plan Distribution Framework for University Workforc*e](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-pay-plan-distribution-framework-for-university-workforce/).

**Review Process:**

IAS employee completes employee evaluation and sends to Unit Chair via email.

Chair completes manager evaluation (assessments and ratings to include overall performance rating), consults with the Unit Executive Committee (as applicable), meets with employee, and sends to the Dean for review via email.

If needed, review is updated with Dean comments and discussed with employee.

Supervisor sends review (along with any needed attachments) through DocuSign for acknowledgement.

Employee acknowledges review and adds comments (as applicable) in DocuSign.

Manager reviews comments and signs in DocuSign. Human Resources will receive an automated email with a copy of the review, once all required parties have signed.

**Performance Review Information:**

IAS Employee Name: Click or tap here to enter text.

Unit Chair Name: Click or tap here to enter text.

Employee Department: Click or tap here to enter text.

UW System Title: Click or tap here to enter text.

Review Period: Click or tap to enter a date.to Click or tap to enter a date.

Type of Evaluation: Choose an item.

**Responsibilities:**

**Responsibility #1***: Please comment on* ***teaching activities and effectiveness***

Employee Response: Click or tap here to enter text.

Employee Self-Rating: Choose an item.

Unit Chair Response: Click or tap here to enter text.

Unit Chair Rating: Choose an item.

**Responsibility #2***: Please comment on* ***professional activities*** *(if not applicable to the role, enter n/a)*

Employee Response: Click or tap here to enter text.

Employee Self-Rating: Choose an item.

Unit Chair Response: Click or tap here to enter text.

Unit Chair Rating: Choose an item.

**Responsibility #3***: Please comment on* ***service activities*** *(if not applicable to the role, enter n/a)*

Employee Response: Click or tap here to enter text.

Employee Self-Rating: Choose an item.

Unit Chair Response: Click or tap here to enter text.

Unit Chair Rating: Choose an item.

## Overall Performance Rating (completed by Unit Chair):

**\*** Unit Chairs are expected to provide an overall rating of the employees’ level of performance during the review period. The overall rating should be supported by the ratings and observations within the evaluation form. In accordance with [UW-Green Bay’s Compensation and Pay Plan Policy](https://www.uwgb.edu/UWGBCMS/media/policies/files/Comp-and-Pay-Plan-Policy-Final.pdf?ext=.pdf) indication that employee’s overall performance merits eligibility for compensation increase confirms employee has the equivalent of meets or exceeds expectations as the overall level of performance for the duration of the review period.

Choose an item.

## Acknowledgements:

I have read the above evaluation and discussed it with my Chair. I understand that my signature does not constitute a concurrence or approval but signifies that I have been shown this evaluation.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Comments (if applicable): Click or tap here to enter text.

Unit Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_