



This communication provides campus level guidance on annual University staff evaluations for 2020. Please share this information with supervisors and managers in your unit who have accountability for completing staff evaluations, as appropriate in your school/college or administrative unit.

#### **Pandemic Impact Acknowledgement**

The necessary campus response to the pandemic emergency has led to significant changes in how staff and administration are carrying out their various roles. Much of this has led to temporary shifts and changes to how activities are being performed. The impacts to staff have included a rapid response to designing and delivering support and services in alternative formats, working off-site, changes in programs and policies, shifts in leadership activities, and adjusting when and how work is being done to comply with public health directives, etc.

Staff have demonstrated an extraordinary commitment to the wellbeing and continued success of the campuses, while continuing to advance and adapt their work, leadership, and service.

#### **Compensation Considerations**

Due to the economic impact, there was not a compensation pool this year. However, there is ongoing exploration of a potential compensation pool for the FY 21-22 year. This should be taken into account in the context of the current evaluation discussions.

#### **Policy Context**

Regent Policy 6 as well as in APS 5009 are relevant to university staff evaluations. In short, University policy requires that staff be evaluated on an annual basis. The evaluation is to be based on criteria in the University Staff Performance Evaluation Form, or other relevant criteria as established and communicated within the unit. The public document created from the evaluation process is the 5-point (5-1) summary rating using the Annual Performance Rating Form. Managers should utilize latitude in the interpretation of the evaluation criteria this year and recognize that staff responded to the pandemic in novel and unanticipated ways. For example, spending more time on adjusting policies and procedures in response to the COVID pandemic and consequently having less time for work on program goals established for 2020.

Policy Links:

- Regent Policy 6: <https://www.cu.edu/regents/policy/6>
- Administrative Policy Statement 5009: <https://www.cu.edu/ope/aps/5009>

#### **Campus-Level Guidelines for 2020 Annual Review of University Staff**

It is requested that staff evaluations be carried out this year as currently established, along with the application of flexibility to the interpretation of criteria and with school/college leadership supporting the evaluation process as needed. **To this end**, the leadership of each school/college/unit working with your HR Director should consider the following:

- More “Holistic” Evaluation: While specific goals may have been established for University staff, managers and supervisors are encouraged to recognize that those goals may have shifted substantially in 2020, and may not have been accomplished, or only partially accomplished, as a result of changes in duties stemming from the pandemic. Managers should balance in their narrative feedback and ratings:
  - Recognition of goals that were set for 2020 and acknowledgement where progress was made, despite the unusual circumstances, and;
  - Where the employee took on new, unanticipated responsibilities or stepped out of their regular jobs to accomplish new goals or tasks related to COVID planning and/or response.
- 5 Point Scale: Managers are encouraged to recognize this unusual year and impact of the pandemic in using the five-point rating scale. For example, accomplishments that in a “normal” year might have yielded a “meeting expectations” could in this “atypical” year be scored as “exceeding expectations” if the staff member had to overcome extraordinary circumstances in meeting their performance goals. This guidance should not be interpreted to require that all employees be evaluated as meeting expectations. Supervisors and units can and should have reasonable expectations for performance for their employees even during the pandemic.

#### **Guiding Principles for 2020 Staff Evaluations**

Further, the following guiding principles have been developed and it is suggested

that schools/colleges promulgate these and recommend that they are followed.

- **Ensure equity** to the greatest extent possible, across staff positions which are responsible for very different functions and duties and varying degrees of responsibility;
- **Recognize** the extraordinary contributions of staff during an unprecedented time and assume that staff are doing their best to meet or exceed expectations and that staff are committed to student success, faculty success, program success, and engaging in a fair and meaningful review process, and are also eager to engage in setting goals for 2021 that will continue to support the institution;
- **Facilitate** staff's opportunity to communicate their accomplishments and challenges/opportunities; accomplishments which may or may not have been part of their 2020 performance plan;
- **Acknowledge** the fact that all staff have been impacted in unique ways, both personally and professionally, by the pandemic and the need to work remotely across some or all of the expectations in their roles and positions;
- **Simplify** the process where possible while maintaining effective evaluation principles.

Classified staff evaluations are governed by state policies; more information can be found [here](#) and [here](#).