

BULLETIN NUMBER 31

TO: President, Vice Presidents, Deans, Department Directors, Department Chairs and Reynolda Campus Staff

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: December 3, 2001

SUBJECT: Staff Performance Reviews

1. Reference: Human Resources Policies and Procedures, Section XIII-1, Staff Performance Review Program.
2. The Staff Performance Review Program, as approved by President Hearn on October 22, 2001, provides that the work performance of all regular staff employees is to be reviewed annually at the end of the calendar year.
3. Implementation of performance reviews will require department and office heads to clearly identify the immediate supervisor of each staff employee in their department/office. This information will be gathered by separate correspondence from the Human Resources Department (Employee Relations).
4. Performance reviews for calendar year 2001 are to be completed by supervisors, reviewed by department/office heads, and forwarded to the Human Resources Department by February 29, 2002. Department and office heads who have already conducted written evaluations during calendar year 2001 are requested to contact me regarding the option of using the previously completed evaluations to satisfy this requirement.
5. Information briefing sessions on the new Staff Performance Review Program will be presented as indicated below. Attendance is optional, but recommended.

Date	Time(s)	Location
Tuesday, December 11, 2001	9:00 - 10:30 a.m. 2:00 - 3:30 p.m.	Pugh Auditorium
Wednesday, December 12, 2001	9:00 - 10:30 a.m. 3:00 - 4:30 p.m.	Pugh Auditorium

Thursday, December 13, 2001	9:00 - 10:30 a.m.	Pugh Auditorium
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6. Workshops on completing the Annual Performance Review form will be presented as indicated below for supervisors. Registration is required and may be accomplished by contacting Angela Duncan by e-mail at duncanaa@wfu.edu or x4945.

Date	Time	Location
Tuesday, January 8, 2002	9:00 - 10:30 a.m. 2:00 - 3:30 p.m.	Reynolda Hall, Room 101
Wednesday, January 9, 2002	9:00 - 10:30 a.m. 2:00 - 3:30 p.m.	Reynolda Hall, Room 101
Thursday, January 10, 2002	9:00 - 10:30 a.m.	Reynolda Hall, Room 101

7. Questions regarding the Staff Performance Review Program may be referred to Angela Duncan, Employee Relations Specialist at duncanaa@wfu.edu or x4945.