



# UNIVERSITY OF BRIDGEPORT

## POLICY AND PROCEDURE

<b>Title:</b>	<b>Performance Management for Employees</b>
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### **POLICY STATEMENT:**

The University of Bridgeport is strongly committed to excellence and depends on its employees to uphold the highest professional standard. The University strives for an environment of trust, unquestioned integrity, and genuine concern for the welfare of its employees and its students.

All employees should expect to receive timely performance feedback, coaching, and development from their management team to support the achievement of satisfactory work performance. Part-time faculty and adjuncts are evaluated formally at least once a year, preference during the first semester. The annual performance review process is an important aspect of this effort, and provides employees with the following:

- An opportunity to conduct a self-review of their individual work performance.
- Classroom or Online observations, if applicable.
- A written review containing constructive feedback regarding their supervisor's assessment of their performance for the previous year.
- A formal discussion of the employee's performance including dialogue about successes, opportunities, goals, and professional development plans for the upcoming year.
- An opportunity to provide feedback about their direct leader's supervisory effectiveness, which is factored into the supervisor's own performance assessment.

If an employee's performance or behavior fails to meet desired expectations despite these efforts, the employee could experience disciplinary actions that may include a verbal warning, written-final warning, or termination of employment. During instances where an employee's performance or behavior is deemed egregious enough to create an unacceptable level of risk for the University's students, employees, physical facilities, or finances, the University reserves the right to take immediate disciplinary action such as termination of employment.

The employee handbooks include additional information about Professional Conduct and should be referenced for more information.

### **PROCEDURE DETAILS:**

Each spring, the employee will receive an email from Human Resources indicating that performance assessments are open in Paycom, with a clear deadline for submission. Each employee will complete the template through Paycom and submit it for supervisor approval within the system. Supervisors will review and add their ratings by the indicated deadline, with escalation through their reporting structure. Ultimately, all completed performance assessments are routed to Human Resources for review.

### **PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

UNIVERSITY CATALOG

STUDENT HANDBOOK

FACULTY HANDBOOK

STAFF HANDBOOK

**DEFINITIONS:**

NA

**EXCLUSIONS:**

No exclusions.

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Human Resources, Other campus offices

**HISTORY:**

Provide an audit trail for the policy and procedure that includes: (1) the date the policy and procedure was created, (2) the date the policy and procedure was approved by the Office of Institutional Effectiveness (OIE), (3) the date the policy and procedure was approved by Cabinet, and (4) the date of the most recent review and/or revision by the responsible office. Even if there is no revision completed, this section should indicate that a review took place.

<b>EFFECTIVE DATE:</b>	July 2021
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Human Resources
<b>REVIEW DATE:</b>	January 2025

**APPENDIX:**

Performance evaluation template.