

Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating

Associated Policy

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Procedure

This procedure specifies the process for reviewing a validated performance rating. The Secondary Review procedure is the exclusive means of requesting a review of the validated performance rating.

Performance ratings are validated for all full-time faculty, administrators, and staff. All performance documentation within the review period must have been included in the original self-evaluation. Employees may not introduce new information during a Secondary Review. Employees are also not permitted to request a higher rating than they originally rated themselves (with the exception of requesting an exceptional rating if the employee originally rated themselves notable); however, for the Secondary Review an employee may clarify or expand original information from their performance self-evaluation.

- A. Employees must present their performance evaluation concern in writing or via email to their respective leader within ten (10) working days of being advised of their final validated performance rating.
 1. The immediate leader will meet with the employee to discuss the concern within ten (10) working days from the written request.
 2. If the employee or leader are not available to meet within ten (10) working days, a mutually agreed upon date must be scheduled within the following five (5) working days.
 3. The immediate leader may resolve the employee's request for a Secondary Review through discussion with the employee. If the matter is resolved, the leader will respond via email indicating no further action is requested by the employee. The employee will acknowledge the communication with an email response confirming agreement that there is no need to move forward with the Secondary Review.
 4. If the matter is not resolved after discussion with the employee, the immediate leader will notify the successive levels of leadership and Employee Relations immediately of the request for a review. This will initiate a Secondary Review. Employee Relations will then send an acknowledgement confirming receipt of the request.
Note: This process does not include a separate review by the employee's successive levels of leadership.

- B. The validation team, to include the respective Strategic Leadership Team (SLT) member will convene each September to hear all secondary reviews for faculty, staff, and administrators.
 1. Employees may have a representative of their respective Faculty Senate, Administrative, or Staff Organization (FS, AO, or SO) attend the Secondary Review meeting. This representative will not present information on behalf of the employee, participate in discussions, answer questions, or initiate discussions.

2. Each Secondary Review will be allotted a maximum of 20 minutes for presentation of information or facts, clarification of facts, and discussion. The time allotted for each step is listed below:

Employee presents the facts	5 minutes
Leader summarizes the facts	5 minutes
Employee may rebut leader information	2 minutes
Employee and representative, if any, and leader will exit	
Validation team considers facts and makes a determination	8 minutes

3. The respective SLT member will notify the employee in writing within ten (10) working days of the determination. A copy of the determination will be provided to the employee’s successive levels of leadership. If additional clarification is needed, the employee may ask for a meeting with their leader and the next level leader.

C. The respective validation team’s decision is final and will act as the designee for the Chancellor regarding all reviews of validated ratings.

Special Circumstances

Exceptional and Room for Improvement ratings must be approved by the SLT Validation Team. Should the respective validation team change the employee’s rating to Exceptional or Room for Improvement as a result of the review, Employee Relations will notify the Chancellor’s office of the need to reconvene the SLT validation team.

The SLT Validation Team will convene within ten (10) working days after receiving the request from Employee Relations. If the SLT members require more than ten (10) working days to consider the rating recommendation, the respective SLT member will notify the employee in writing how much time will reasonably be needed to provide a response.

Following the SLT validation team’s decision, the employee will receive a written determination from the respective SLT member within ten (10) working days. A copy of the determination shall be provided to the employee’s successive levels of leadership.

Date of SLT Approval	September 24, 2024
Effective Date	November 5, 2024
Associated Policy	Policy IV.4004.A, Secondary Review of Validated Performance Rating
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner of Vice President, Human Resources
Policy Associated
with the Procedure
