

## Faculty and Administrative Professional Annual Review

This is the time of year for Faculty and Administrative Professional (AP) annual review processes. Provost and Executive Vice President, Warwick Bayly recently gave instructions for the 2008 review period which is January 1, 2008 to December 31, 2008 ([Memo from the Provost](#)). The annual review is intended to be a tool to documenting an employee's strengths and areas needing improvement as well as communicate organizational goals and objectives. Below are tips for supervisors and employees:

### Supervisors:

- Annual reviews should be submitted for all permanent Faculty and AP employees who have not submitted a resignation or a plan for retirement effective for 2009.
- The merit rating does not need to be entered as a whole number but should not be finer than 0.1 (e.g., 3.7 -not 3.76).
- Changes or updates to an AP employee's position description can be made in the Online Position Description System ([www.wsujobs.com/hr](http://www.wsujobs.com/hr))
- Training: [Supervisory as a Performance Manager: Developing and Conducting Annual Reviews](#)

### Employees:

- Faculty members must use the new [WORQS](#) system.
- AP employee's submitted materials should not exceed three (3) pages.
- Employees should review the [Faculty Manual](#) or [AP Handbook](#) for information regarding time frames to review and return a signed copy of their annual review report.

Completed reviews should be sent to Human Resource Services (HRS) by **May 8, 2009**.

### Additional resources

[BPPM 60.55](#)

[Office of the Provost](#)

[HRS](#)

For Civil Service employee review processes refer to [BPPM 60.55.2](#)

For Bargaining Unit employees refer to the appropriate [Collective Bargaining Agreement](#).