



Winona State University

**Administrative Service Faculty (ASF)
Employee Evaluation / Development Plans**

1. **PURPOSE:** This Regulation describes the method to be used in accomplishing employee evaluation/development plans for Administrative and Service Faculty (ASF) employees. Employee evaluation/development plans provide an effective means for defining individual goals and communicating performance feedback to employees.
2. **SCHEDULE/PROCEDURE FOR COMPLETION OF PLANS:**
 - A. Evaluation/development plans should be completed and submitted to the appropriate supervisor annually on a date established by the supervisor, but no later than July 15. The Office of Human Resources will forward a copy of this regulation and a reminder to the employee and supervisor annually on April 15. The employee may request that a copy of their current position description be sent to them.
 - C. Supervisors shall meet with the employee to review the evaluation and assist in developing the employee's development plan in a timely manner following completion of the Evaluation portion of the form. All employees shall have a formal performance review (coaching/counseling) session at least annually.
 - D. As provided for in the MnSCU/ASF Master contract, Article 10, Section A, Subd. 4.f. and Article 21, Section F, supervisors will send a copy of the Evaluation/Development form to the Office of Human Resources to be included in the employee's personnel file.
3. **DEVELOPMENT PLAN CRITERIA:** Employees should formulate evaluation/development plans using their position descriptions and the following criteria as guidelines.
 - A. The employee should complete the evaluation portion of the Evaluation/Development Plan Form using the responsibilities listed on the employee's official position description. Additional responsibilities not covered by the position description may also be included.
 - B. The supervisor shall meet with the employee to review the evaluation portion of the form (Parts I, II and III) and both the employee and supervisor shall complete the Development Plan (Part IV).
 - C. The completed signed form shall be filed with the Human Resources Office no later than September 15.

This WSU Regulation supersedes WSU Regulation 5-4, dated August 13, 2007.

AUTHENTICATED BY:

A handwritten signature in black ink, appearing to read "S. Olson".

Scott R. Olson
President

March 10, 2014
Date of Adoption

Regulation 5-4

Authoritative Reference:

MnSCU/Minnesota State University Association of Administrative & Service Faculty (ASF),
Article 10 and Article 21

MnSCU Policy 4.9, Employee Evaluation

Minnesota Statute 43A.20 Performance Appraisal and Pay
President

Date of Adoption:: 2/11/87

Dates of Revisions: 8/18/88, 8/2/1990, 8/13/07, 3/10/2014

LIST OF ATTACHMENTS

[Winona State University ASF Evaluation/Development Plan Form](#)