

**THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE  
POLICIES AND PROCEDURES MANUAL**

No. 66  
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Approval: JHM

**Subject: EPA Performance Evaluation & Work Plan Policy**

1 Purpose:

- 1.1 The evaluation process for EPA non-faculty employees at UNC Asheville provides equitable evaluation of the employee's on the job performance, a planning guide to promote continuous improvement, and a template for the integration of individual employee objectives with University-wide goals. Formative evaluation, focus upon the individual's contribution to the overall success of the University, and coaching to achieve continuous improvement are hallmarks of the process.

2 Policy:

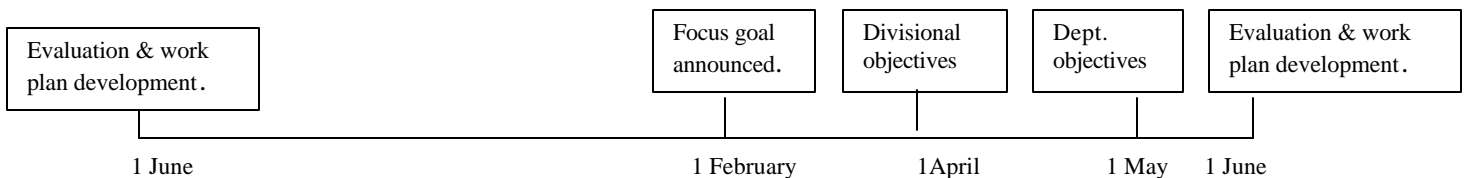
- 2.1 All EPA non-faculty personnel are evaluated annually utilizing the "EPA Performance Evaluation and Work Plan Form" as attached and available from Human Resources.
- 2.2 The "EPA Performance Evaluation and Work Plan Form" consists of three parts:
- 2.2.1 Each EPA employee's supervisor completes Section 1-A evaluating the employee's effectiveness during the current year in relation to each criterion. Section 1-B should be completed to record the employee's professional development activities including paid and non-paid.
- 2.2.2 Section II of the EPA Performance Evaluation and Work Plan provides space to record the University's Goal selected for emphasis during the next year as well as the Divisional and Departmental Objectives supporting that goal (see Evaluation Cycle, below). In addition, the employee describes her/his PLAN OF ACTION in support of the divisional/departmental objectives, the CRITERIA and PROCEDURES to be used in assessing their success, how they plan to USE THE RESULTS of the assessment, and any ADDITIONAL RESOURCES needed to carry out the plan of action. Detailed, frank discussion of this plan and consensus with the employee's supervisor are essential components of this process.
- 2.2.3 Section III of the EPA Performance Evaluation and Work Plan provides for the employee and supervisor's review of success in achieving the objectives identified in Section II of the previous year's work plan.

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### 3 Evaluation Cycle

- 3.1 The evaluation process for EPA non-faculty employees at UNC Asheville is integrated with the University's planning, budgeting, and evaluation process. It begins on 1 June each year with the employee and supervisor completing the employee's work plan for the upcoming year (Section II of the EPA Performance Evaluation and Work Plan Form). The University's "focus goal" for the upcoming year will have been announced by the previous 1 February and the Divisional and Departmental Objectives determined by 1 April and 1 May, respectively. The evaluation cycle ends with completion of Sections I and III of the evaluation form by 1 June when the next cycle begins.



- 3.2 Employee, department, division, and University successes depend upon frequent and frank communication between employee and supervisor concerning progress toward achieving stated objectives, changes in the environment, intervening tasks and projects, and resource requirements. To achieve UNCA's desired outcomes, this process must be dedicated to problem solving, planning, and continuous improvement.

Approved by:

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James H. Mullen, Jr.  
Chancellor

Date: 9-13-01