

## POLICY MEMORANDUM

No. I-25

### Personnel Reviews

The Missouri University of Science and Technology conducts personnel reviews of all full-time employees.

Faculty activities are reviewed annually beginning with the department chairs, using annual faculty activity forms provided by the provost. Information about the process is available from that office.

Reviews for non-academic staff are conducted annually and coordinated through each division office. Information about the procedure is available by contacting that respective office. After completed, the original performance appraisal is to be sent to the Associate Vice Chancellor of Human Resource Services, Affirmative Action, Diversity and Inclusion for placement in the employee's official personnel file.

All administrators reporting directly and indirectly to the Chancellor--including but not limited to the provost, vice provosts, vice chancellors, department chairs, and unit directors--undergo a formal review annually. The review is led by the immediate supervisor with input from those most familiar with the administrator's performance. Part of the review process is setting mutually agreed upon goals and then evaluating progress on those goals in subsequent years.

**EFFECTIVE DATE:** Immediately

**RESPONSIBILITY:** Chancellor, Provost, Associate Vice Chancellor for Human Resource Services, Affirmative Action, Diversity and Inclusion, and the Faculty Senate

**BASIS:** [University of Missouri Collected Rules and Regulations Section 340.070](#), [University of Missouri Human Resource Policy Manual HR-501](#), Chancellor, and Faculty Senate



John F. Carney III  
Chancellor