

STOCKTON UNIVERSITY



PROCEDURE

Managerial Performance Evaluation (MER)

Procedure Administrator: Associate VP for Human Resources

Authority: N.J.S.A. 18A:3B-6

Effective Date: January 5, 2009; May 30, 2009; August 17, 2010, December 29, 2018

Index Cross-References: Policy VI-22 Compensation Plan for Managerial Employees; Procedure 6200 Managerial Employee Appointments

Procedure File Number: 6215

Approved By: Harvey Kesselman, President

All managers recommended by the President for appointment and approved by the Board of Trustees are covered by this procedure. Managers are unclassified staff who are not members of a bargaining unit.

All managers shall be reviewed on an annual basis as part of the Managerial Evaluation Review (MER) process. The MER timeline is set in conjunction with University priority and goal setting.

Each MER cycle begins with the Managerial Employee and their supervisor working together to establish job responsibilities, performance expectations and goals for the upcoming year; the manager should receive support and feedback throughout the year to improve and enhance performance. The MER process culminates with completion of the year-end evaluation of performance and a review of job responsibilities.

Position Description - Each manager shall have a summary of job responsibilities of the position. A review of job responsibilities will occur annually as part of the MER process.

Establishment of Goals - The manager shall meet with their immediate supervisor each year to establish individual goals that support the University's Mission and Strategic Plan and are to be achieved during the following year. These goals are to be specific and measurable.

Evaluation - The evaluation of each manager shall be performed by their immediate supervisor and reported to the successive levels of supervision, and cabinet member, i.e. to the Provost, appropriate Vice President or President. The evaluation shall be based on the goals established the previous year. The Office of Human Resources will provide specific information regarding the annual MER process, i.e. calendar with due dates, system access and the form(s) to be used. All managers must complete performance evaluations within the established deadlines.

Managerial Merit Increases

The President shall determine the parameters of the managerial salary program. Subject to the availability of funds approved by the Board of Trustees, the President will allocate a merit pool and designate to the Cabinet a proportionate amount to the salary budget in that division. The Cabinet will make a recommendation for a merit increase of each manager to the President based on the performance evaluation, equity, and other related factors.

Review History:

| | Date |
|----------------------------------|------------|
| Associate VP for Human Resources | 12/04/2018 |
| General Counsel | 12/19/2018 |
| Cabinet | 12/19/2018 |
| President | 12/29/2018 |