

Evaluation timelines

Evaluator

Sends an email requesting the OPTIONAL Self-evaluation, and includes the form.

Evaluator prepares a DRAFT evaluation, and gives it to the employee.

Evaluator considers the input from the employee, and prepares a final evaluation. The final evaluation is presented to the employee.

Evaluator can request meeting with the employee to discuss the evaluation. The meeting will take place within seven work days of the request.

The appropriate administrator can amend the evaluation in light of the rebuttal statement, and the amended evaluation replaces the original evaluation and the rebuttal. Otherwise, the rebuttal becomes a part of the file along with the final evaluation.

Employee

Employee decides if they want to do the self-evaluation. If yes, they return it to the evaluator.

Employee has five work days to review the draft evaluation and give feedback, if any, to the evaluator.

Employee can request meeting with the evaluator to discuss the evaluation. The meeting will take place within seven work days of the request.

After that meeting, the employee can request a meeting with the evaluator, the appropriate administrator, and an “employee’s representative” (presumably a CSUEU Steward). This meeting will take place within 14 work days.

Employee has the option to submit a Rebuttal Statement if they desire.