STAFF PERFORMANCE PRACTICES

POLICY

Sherman College is dedicated to fostering a culture of excellence, accountability, and continuous growth. This policy establishes clear standards and procedures for evaluating and enhancing employee performance. All staff members are expected to engage in ongoing professional development by staying current in their field and embracing innovation in their responsibilities.

Definitions

- **Performance** – The effectiveness with which employees meet their job responsibilities and achieve objectives.
- **Feedback** – Constructive information provided to employees about their performance, and support development.
- **Performance Evaluation** – A formal assessment of an employee's work performance designed to recognize achievements and identify opportunities for growth, typically conducted annually.

Supervisors play a key role in supporting staff members by providing clear expectations, regular feedback, and development opportunities. Staff are responsible for meeting performance expectations, seeking feedback, and actively participating in their own professional growth.

Employees are expected to:

1. Meet or exceed productivity targets set for their role.
2. Exhibit professionalism in interactions with colleagues, students and other stakeholders.
3. Produce high-quality work that meets or exceeds the *Sherman College Standards of Professional Conduct.*

During the annual evaluation period, the employee and their supervisor will collaboratively set clear, measurable objectives. It is recommended that the S.M.A.R.T. Goals method be used to help ensure success (Specific, Measurable, Achievable, Realistic, and Time Bound). Supervisors will provide ongoing verbal and written feedback to the staff throughout the year, ensuring staff members receive constructive feedback, and this feedback should be documented. Performance evaluations will be conducted annually to assess progress, celebrate accomplishments, and establish new goals.

In the event of work performance issues during the year, supervisors will abide by the following process:

1. The issue will first be addressed in a formal discussion, accompanied by constructive feedback. Supervisors should summarize the discussion via an email to the employee after the discussion has taken place, ensuring all expectations are clearly outlined.
2. If concerns persist, a Performance Improvement Plan (PIP) will be implemented, outlining specific areas for development, resources, and timelines.
3. Continued failure to meet performance expectations may result in disciplinary action, up to and including termination of employment.

Disclaimer Regarding Applicability of Performance Improvement Process
While Sherman College is committed to supporting employee development through constructive feedback and performance improvement plans, this process may not be applicable in all circumstances. Specifically, serious misconduct—including but not limited to falsifying information, misusing college resources, violations of law or college policy, or other unethical or unprofessional behavior—may result in immediate disciplinary action, up to and including termination of employment, without following the standard performance improvement steps outlined in this policy.