

Area: Program Administration
Subject: Staff Communication and Evaluation
Policy No.: 060

POLICY

It is the policy of the clinical service programs of the Department of Communication Disorders that formal procedures will be established and followed to facilitate communication between staff and the Clinical Director, and among staff.

PURPOSE

The purpose of this policy is to: 1) provide the staff with information concerning their professional performance; 2) provide a mechanism for staff formal requests for review; 3) provide the Clinical Director with a protocol for professional evaluation and communication of that evaluation to clinical service program staff; and 4) ensure that the opportunity for professional communication is available to clinical service program personnel at any time.

PROCEDURES

1. Communication: Staff shall have immediate access to the Clinical Director on any day of program operation. This may be accomplished by:

- a. seeing the Director informally in his/her office during posted office hours when time permits;
- b. formal written request to the Director.

The Director shall acknowledge all formal requests within one working day unless the Director is away from the program for illness, travel or vacation. In the event of the Director's and the Clinic Coordinator's absence, an assigned Clinical Instructor shall respond, if appropriate. If necessary, the Department Chairperson will respond.

2. Staff Evaluation:
 - a. all classified personnel will be evaluated by the Clinical Director on a yearly basis, in accordance with their respective labor agreements using the University standard issue service rating form. Evaluations will include consideration of the written "Student Feedback Regarding Collaborative Clinical Learning" forms that students complete for each clinical instructor with whom they have worked each term. Each individual evaluated will signify that s/he has seen the completed form before it is sent to the University Human Resources.
 - b. all full-time faculty who provide clinical instruction in the departmental clinical programs will be evaluated by the Department Chair, according to the American Association of University Professors (AAUP)/Connecticut State University (CSU) collective bargaining agreement and including consideration of the results of students' written evaluation of their supervision.
 - c. Part-time (adjunct) non-classified personnel serving in departmental clinical service programs will be evaluated by the Department Chair with input from the Clinical Director, if appropriate, and with consideration of the results of students' written evaluation of their supervision. The evaluations will be used by the Departmental Chair in decisions regarding recommendation for re-appointment.

- d. Persons wishing to appeal or grieve a clinical program personnel decision will follow procedures as outlined by the appropriate labor agreement and University policy.