

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

## **POLICY**

It is the policy of the Center for Communication Disorders that formal procedures will be established and followed to facilitate communication between staff and the Center 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 Center Director with a protocol for professional evaluation and communication of that evaluation to Center staff; and 4) ensure that the opportunity for professional communication is available to Center personnel at any time.

## **PROCEDURES**

1. Communication: Staff shall have immediate access to the Center Director on any day of Center 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 Center for illness, travel or vacation. In the event of the Director's and the Clinic Coordinator's absence, an assigned Clinical Supervisor shall respond, if appropriate. If necessary, the Department Chairperson will respond.

2. Staff Evaluation:
  - a. all classified personnel will be evaluated by the Clinic 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 "Evaluation of Supervision" forms that students complete on supervisors each term. Each individual evaluated will signify that s/he has seen the completed form before it is sent to the University personnel office and before it is placed in the departmental personnel files.
  - b. all full-time faculty who supervise in the Center 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 will be evaluated by the Department Chair with input from the Center 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. The evaluation may be placed in the departmental personnel file after the individual has signed the evaluation to indicate that s/he has seen the evaluation.

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