

DATE: January 13, 1993
TO: President Paige Mulhollan
FROM: Professional Staff Advisory Council
SUBJECT: Salary Increase

PSAC met on January 11 to discuss the method used for fund transi



DATE: January 13, 1993
TO: University Planning Council
FROM: Jeff Vernooy, Chair, Professional Staff Advisory Council
SUBJECT: The Response of PSAC to the Strategic Plan

A memo of this nature inevitably includes criticisms. Therefore, I'll preface our response with the positive feelings we share among ourselves and our colleagues in the professional staff. We feel confident that Wright State will continue to provide a quality educational experience to members of our community. We hope Wright State will always strive to meet the needs of our diverse student/employee population; encourage outreach and professional development opportunities for faculty, staff, and students; build and maintain leadership opportunities in the community; and build more and stronger professional relationships with businesses and clinical facilities in the metropolitan area.

Some general concerns include:

- The disturbing lack of input from professional staff in the Strategic-Plan review process indicates a level of apathy and cynicism we find disturbing. Staff members seem to believe they have no voice in shaping Wright State's future course.
- There is a general lack of attention to staff issues in the Strategic Plan. Staff play a critical role at every level of university operations. The plan needs a strong emphasis on staff development.
- Though the Office of Minority Affairs is mentioned in the plan, more emphasis is needed on issues related to minorities, people with disabilities, women, and international employees. Wright State's commitment to multiculturalism and diversity should stand out as an institutional imperative.

The following comments refer to specific topics in the 1992-94 Operational Plan.

I. B. 3.

All academic programs rely on unclassified staff for support. Therefore, decision-making about possible elimination of programs should include staff members.

I. F. 1-3.

In view of shrinking state budgets, we support programs which address the needs of the state as well as the metropolitan Dayton community. Especially in these budgetary times, Wright State's goals must match those of the State.

I. F. 5.

We perpetuate the quality of our teaching and research, and enhance the image of Wright State by training graduate students. To recruit quality students we must offer competitive graduate stipends, not only in the sciences, but also in areas such as Student Affairs.

I. H. 1.

Professional development opportunities should not be limited to faculty. To remain current in our specialties and maintain creative enthusiasm, staff-members must also

Joyce Corban (94)
Ext 2427

Kathie Barbour (95)
Ext 2787

2935 GREEN VISTA
BURLAK

9967 BANNON COURT
MIAMISBURG OH 45342

ACADEMIC SUPPORT

Ben Guild (93)
Ext 3222

Robert Smith (94),
Ext 2011 2046 SPRING

Pamela Wallace-Johnson (95)
Ext 2945

2322 ZINK RD. #3

THE PROFESSIONAL STAFF ADVISORY COUNCIL MEETINGS ARE OPEN TO ALL WSU
PROFESSIONAL STAFF. PLEASE PLAN TO ATTEND IN THE NEAR FUTURE!!!

F U T U R E M E E T I N G D A T E S

FEBRUARY 8, 1993

MARCH 8, 1993

APRIL 12, 1993

MAY 10, 1993

JUNE 14, 1993

JULY 12, 1993

AUGUST 9, 1993

SEPTEMBER 13, 1993

OCTOBER 11, 1993

NOVEMBER 8, 1993

DECEMBER 13, 1993

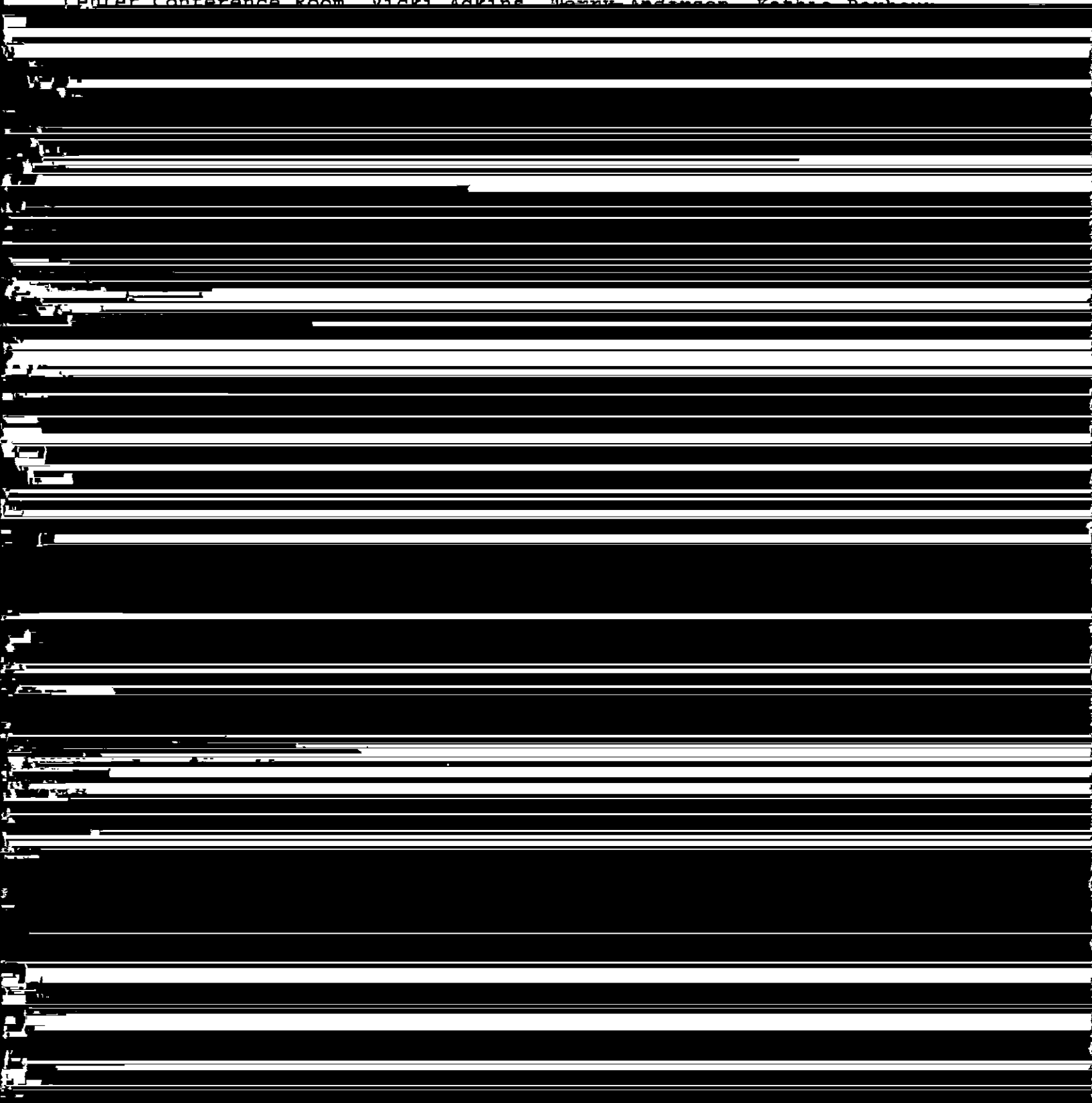


Wright State
University

Dayton, Ohio 45435

PROFESSIONAL STAFF ADVISORY COUNCIL
MINUTES OF FEBRUARY 8, 1993

Jeff Vernooy called the meeting to order at 3:05 PM in the Bolinga
Center Conference Room. Vicki Adkins, Terry Anderson, Kathie Barkow,





WRIGHT STATE UNIVERSITY
PHYSICS DEPARTMENT
207 ALLEN HALL

PROFESSIONAL STAFF ADVISORY COUNCIL
MINUTES OF MARCH 8, 1993

Jeff Vernooy called the meeting to order at 3:05 PM in the Bolinga Center Conference Room. Vicki Adkins, Terry Anderson, Kathie Barbour, Kay Blue, Phyllis Cole, Joyce Corban, Ben Guild, Lillian Johnson, Mary Kenton, Juanita Melton, Beverly Newman, Emmett Orr, Mike Schulze, Bob Smith, Jeff Vernooy, Pamela Wallace-Johnson, and Kevin Watson attended. Absent was Ken Davenport.

Jeff Vernooy invited Joyce Carter and Ed Spanier to speak with PSAC concerning a possible change in health care providers. The current provider (Western Ohio) has recently been taken over by another company headquartered in Minnesota. The takeover may cause Western Ohio to raise the premium rates it has been charging WSU. The Health Benefits Task Force is currently soliciting bids from other providers in an attempt to keep our premiums constant. We will keep you posted on this matter.

Mary Kenton reported that Athletic Council has received approval for 5th year scholarships for student athletes to finish their degrees.

The meeting was adjourned at 4:35 PM. The next meeting is scheduled for Monday, April 12, at 3:00 PM in the Bolinga Center, 129 Millett.

1992-1993 PROFESSIONAL STAFF ADVISORY COUNCIL

ACADEMIC

Joyce Corban (94) Kathie Barbour (95)
Ext 2427 Ext 2787

ACADEMIC SUPPORT

Ben Guild (93) Robert Smith (94) Pamela Wallace-Johnson (95)
Ext 3222 Ext 2011 Ext 2945

EXTERNALLY FUNDED

Phyllis Cole (94)

INSTITUTIONAL SUPPORT & PLANT

Terry Anderson (93) Mike Schulze (95) Kevin Watson (94)
Ext 4008 Ext 4143 Ext 2917

STUDENT/PUBLIC SERVICES AND AUXILIARIES

Ken Davenport (94) Jeff Vernooy (93)



PROFESSIONAL STAFF ADVISORY COUNCIL
MINUTES OF APRIL 12, 1993

Jeff Vernooy called the meeting to order at 3:05 PM in the Bolinga Center Conference Room. Kathie Barbour, Joyce Corban, Ben Guild, Mike Schulze, Jeff Vernooy, and Pamela Wallace-Johnson attended. Absent were Terry Anderson, Phyllis Cole, Ken Davenport, Bob Smith, and Kevin Watson

The meeting focused entirely on two topics:

1. The compensation policy to be adopted in the near future. A draft is attached for your information.
2. The human relations seminar being jointly sponsored by Classified Staff Advisory Council, Professional Staff Advisory Council, and the Department of Human Resources. Flyer attached. Please Plan To Attend!

The meeting was adjourned at 5:05 PM. The next meeting is scheduled for Monday, May 10, at 3:00 PM in the Bolinga Center, 129 Millett.

1992-1993 PROFESSIONAL STAFF ADVISORY COUNCIL

ACADEMIC

Kathie Barbour (95) Joyce Corban (94)
Ext 2787 Ext 2427

ACADEMIC SUPPORT

Ben Guild (93) Robert Smith (94) Pamela Wallace-Johnson (95)
Ext 4001 Ext 2011 Ext 2945

EXTERNALLY FUNDED

Phyllis Cole (94)
Ext 3050

INSTITUTIONAL SUPPORT & PLANT

Terry Anderson (93) Mike Schulze (95) Kevin Watson (94)
Ext 4008 Ext 4143 Ext 2917

STUDENT/PUBLIC SERVICES AND AUXILIARIES

Ken Davenport (94) Jeff Vernooy (93)
Ext 2211 Ext 3157

DRAFT

April 19th Version

COMPENSATION POLICY

Wright State's faculty and staff believe that to attract and retain an effective, committed workforce the university must maintain competitive levels of compensation and recognize the achievements of its employees. The first step in accomplishing this goal is ensuring that all faculty and staff who are performing effectively receive adequate cost of living increases. In keeping with this philosophy, Wright State's faculty and staff endorse a system that combines cost of living increases for meritorious faculty and staff with rewards for superior performance.

An equitable compensation policy based on merit should:

1. Recognize that most faculty and staff are meritorious.
2. Focus on rewarding real, measurable differences in individual or group performance.
3. Acknowledge that the amount available for rewarding exceptional merit is the portion of the raise pool in excess of the cost of living increase received by all meritorious faculty and staff. This portion of the raise pool should be used to reward those whose performance is superior.
4. Deny annual increases to faculty and staff who do not meet minimum performance standards.

This policy assumes the pool for compensation increases will continue to be administered by the colleges and major non-academic units and some variation in the implementation of this policy among units or employee groups will be permitted. Thus, there may be differences as to whether merit raises are computed as percentages or on some other basis such as equal-dollar amounts. Likewise, a college or non-academic unit may decide to have unit-based merit. However, such determinations regarding the policy's implementation within a unit or employee group must be made with the participation and support of its members.

This policy further assumes that there are no serious distortions in present salaries, due to inequity issues or market forces. If distortions exist within a college or major non-academic unit, they must be addressed by that unit. This should be done either through the distribution of a portion of the unit's salary pool or by other funds from within the unit, except where special circumstances warrant an investment of additional university funds.

Finally, it must be recognized that successful implementation of this policy requires the university to have in place reliable procedures for evaluating employees' performance.

KEVIN G. WATSON
ACCOUNTS PAYABLE
207 ALLYN FALL

The
**Classified Staff Advisory Council (CSAC)
Professional Staff Advisory Council (PSAC)**
Department of Human Resources

are pleased to invite you to
a human relations seminar

*Customer Service for the
Academic Environment*

Monday May 3



Wright State
University

Dayton, Ohio 45435

RECEIVED
MAY 11 1993
2:50 PM

PROFESSIONAL STAFF ADVISORY COUNCIL
MINUTES OF MAY 10, 1993

Jeff Vernooy called the meeting to order at 3:00 PM in the Bolinga Center Conference Room. Terry Anderson, Kathie Barbour, Joyce Corban, Ken Davenport, Ben Guild, Mike Schulze, Bob Smith, Jeff Vernooy, Pamela Wallace-Johnson, and Kevin Watson attended. Phyllis Cole was absent.

Jeff Vernooy invited Steve Simon to share with PSAC the work that is being done to establish an ombudser's position at WSU. Steve spoke at length giving both the pros and cons of having an ombudser.

Jeff Vernooy invited Lou Falkner to share with PSAC the work that has been done by a committee studying the feasibility of offering early retirement on a continuous basis. This committee has recommended to UBRC that there be a continuous window open for early retirement whereby the University would purchase 3 years of service credit for faculty and staff.

President Mulhollan and Sharon Lewis came to speak with PSAC about the Strategic Plan. Most agreed that the latest draft adequately represents the concerns expressed by the professional staff. The president also announced that Western Ohio Health Care will be WSU's 1993-94 carrier for health insurance with no additional contributions by employees or



PROFESSIONAL STAFF ADVISORY COUNCIL
MINUTES OF JUNE 14, 1993

Jeff Vernooy called the meeting to order at 3:10 PM in the Bolinga Center Conference Room. Terry Anderson, Joyce Corban, Ken Davenport, Mike Schulze, Bob Smith, Jeff Vernooy, Pamela Wallace-Johnson, and Kevin Watson attended. Kathie Barbour, Phyllis Cole, and Ben Guild were absent.

Kevin Watson announced the results of the recent elections. The new representative for the Academic Support constituency will be Chris Watson. Chris works in the Dunbar Library and will be taking the seat formerly held by Ben Guild. The new representative for the Institutional Support constituency will be Lois Boehm. Lois works in the Budget Office and will be taking the position formerly held by Terry Anderson. The new representative for the Student/Public Services & Auxiliaries constituency will be Kimberly Grant. Kimberly works in the Athletic Dept. and will be taking the seat formerly held by Jeff Vernooy.

Joyce Corban made a motion to continue to support the establishment of the Ombudser position. The motion was seconded by Bob Smith and carried unanimously.

A continuous window for early retirement has been recommended by a sub-committee of the University Budget Review Committee. President Mulhollan will likely submit a proposal to the Board of Trustees this fall. (NOTE: THIS IS ONLY A PROPOSAL AT THIS TIME.)

Beverly Newman reported from the food service committee. She would like to hear comments (positive and negative) concerning Food Service. Please call her at Ext. 4139.

PLEASE NOTE THAT THE JULY MEETING DATE HAS BEEN CHANGED TO THE 19TH. It will be at 3:00PM in the Bolinga Center Conference Room.

The meeting was adjourned at 4:00 PM.



Wright
University

KEVIN G. WATSON
ACCOUNTS PAYABLE
317 ALLEN FALL

Dayton, Ohio 45435

3542

PROFESSIONAL STAFF ADVISORY COUNCIL
MINUTES OF JULY 19, 1993

Jeff Vernooy called the meeting to order at 3:05 PM in the Bolinga Center Conference Room. Lois Boehm, Joyce Corban, Kimberly Grant, Mike Schulze, Bob Smith, Jeff Vernooy, and Kevin Watson attended. Kathie Barbour, Phyllis Cole, Ken Davenport, Pamela Wallace-Johnson, and Chris Watson were absent.

Jeff Vernooy thanked all PSAC members for their help and support during his term as Chair and immediately turned the meeting over to the new Chair, Joyce Corban.

A discussion took place to determine the Chair-elect and Secretary positions for the coming year. Due to the low attendance at the meeting it was decided to delay these decisions until the next regularly scheduled meeting on September 13, 1993.

Joyce indicated that...

**Wright State University
Professional Staff Advisory Council
Minutes of September 13, 1993**

Joyce Corban called the meeting to order at 3:05 PM in the Bolinga Center Conference Room. In attendance were: Kathie Barbour, Lois Boehm, Joyce Corban, Ben Guild, Kimberly Grant, Steve Hayden, Beverly Newman, Mike Schulze, Robert Smith, Pamela Wallace-Johnson, Chris Watson and Kevin Watson. Absent were: Phyllis Cole and Ken Davenport.

Joyce announced the new chair-elect is Pamela Wallace-Johnson and the new secretary is Chris Watson. The new Professional Staff Committee Appointments for 1993-94 are:

Artist Series	Steve Hayden
Athletic Council	Tom Brookey
Benefits Task Force	President will choose from two nominees
Bookstore	Pamela Davis
Buildings and Grounds	Diane Myers
Calendar	Gerry Petrak
Campus Civility	Catherine Queener
Food Services	Terry Henner
Handbook	Joyce Corban, Nancy Pestian, Bob Smith
Parking Services	Gail Fred
UBRC	Pamela Wallace-Johnson

The main agenda topic was the draft of the compensation philosophy that was originally developed by a group of officers from PSAC, CSAC and Faculty. This was revised by the President and sent back for further discussion. Several PSAC representatives met with Joyce Carter and a consultant and recommended several changes. Joyce Corban will be meeting with the University Leaders on Wednesday and the President's Advisory Council on Thursday to add more feedback. PSAC discussion lead to the following recommendations:

- The statement regarding the university wide salary pool should be part of the philosophy not the implementation.
- There should be one general implementation for all employees - using only three categories for everyone.
- The evaluation methods (including criteria) may differ for faculty, professional and classified staff.
- There is a need to blur the divisions among the groups.
- A team approach is important in everyone's job.
- There are questions concerning who will decide and how merit awards will be determined
- Meetings between the employee and supervisor should occur at least twice per year
- Employees with outstanding evaluations should get rewarded for it

The next PSAC meeting will be held **Monday, October 11** in the **Harbage Room on the 4th floor of Dunbar Library**. This will be the location of future meetings. Meeting was adjourned at 4:25 PM.

AGENDA
Professional Staff Advisory Council
September 13, 1993

1. Officers and Committee Appointments
2. Compensation Philosophy
3. Other

1993-94
*Professional Staff
Committee Appointments*

Artist Series	Steve Hayden
Athletic Council	Tom Brookey
Benefits Task Force	{ President will choose from two nominees
Bookstore	Pamela Davis
Building and Grounds	Diane Myers

April 19th Version

COMPENSATION POLICY

Wright State's faculty and staff believe that to attract and retain an effective, committed workforce the university must maintain competitive levels of compensation and recognize the achievements of its employees. The first step in accomplishing this goal is ensuring that all faculty and staff who are performing effectively receive adequate cost of living increases. In keeping with this philosophy, Wright State's faculty and staff endorse a system that combines cost of living increases for meritorious faculty and staff with rewards for superior performance.

An equitable compensation policy based on merit should:

1. Recognize that most faculty and staff are meritorious.
2. Focus on rewarding real, measurable differences in individual or group performance.
3. Acknowledge that the amount available for rewarding exceptional merit is the portion of the raise pool in excess of the cost of living increase received by all meritorious faculty and staff. This portion of the raise pool should be used to reward those whose performance is superior.
4. Deny annual increases to faculty and staff who do not meet minimum performance standards.

This policy assumes the pool for compensation increases will continue to be administered by the colleges and major non-academic units and some variation in the implementation of this policy among units or employee groups will be permitted. Thus, there may be differences as to whether merit raises are computed as percentages or on some other basis such as equal-dollar amounts. Likewise, a college or non-academic unit may decide to have unit-based merit. However, such determinations regarding the policy's implementation within a unit or employee group must be made with the participation and support of its members.

This policy further assumes that there are no serious distortions in present salaries, due to inequity issues or market forces. If distortions exist within a college or major non-academic unit, they must be addressed by that unit. This should be done either through the distribution of a portion of the unit's salary pool or by other funds from within the unit, except where special circumstances warrant an investment of additional university funds.

Finally, it must be recognized that successful implementation of this policy requires the university to have in place reliable procedures for evaluating employees' performance.

COMPENSATION PHILOSOPHY

In order to attract and retain an effective, committed work force, Wright State University must offer competitive levels of compensation and recognize the achievements of its employees. The Board of Trustees has charged the university administration with making every possible effort to maintain average salary levels for each tenure-earning faculty rank at a position within the second quartile of the array of such salaries for all Ohio public four-year institutions (Board of Trustees Resolution 92-4). Classified and unclassified salaries will be determined within pay ranges, competitive to the recruitment market, including comparably-sized Ohio public universities.

Wright State University believes that most faculty and staff are meritorious and deserve compensation increases which recognize their accomplishments while remaining competitive with other Ohio public universities. Wright State University's faculty and staff endorse a system that combines across-the-board percent increases for fully effective faculty, unclassified and classified staff with special recognition for superior performance. Merit awards should reflect real and measurable differences in individual or group performance. Increases should be denied to faculty and staff who fail to meet minimum performance standards.

Any successful compensation policy must rest upon reliable procedures for evaluating employees' performance. Such evaluations will occur regularly for employees in the form of narrative assessments. Guidelines for reviewing both classified and unclassified staff will be developed by the Department of Human Resources to ensure uniformity across the WSU community. Faculty evaluations will be uniform throughout each individual college. Although guidelines for narrative appraisals may change from year to year, evaluations of managers/administrators will include an assessment of their effectiveness in evaluating those who report to them, as well as their demonstrated commitment to the University's affirmative action and equal opportunity goals and their commitment to quality team performance.

GUIDELINES FOR IMPLEMENTATION

Philosophy } 1. When university resources permit consideration of a compensation increase, the president will determine, after consultation with appropriate governance, a university-wide salary pool.

Faculty shall be evaluated using four categories, which include: outstanding, commendable, satisfactory, and unsatisfactory. Meritorious faculty -- those employees evaluated as commendable or outstanding -- shall receive the across-the-board increase. A lesser amount of salary adjustment shall be granted to those faculty evaluated as satisfactory. An additional merit may be granted to faculty evaluated as outstanding. Those employees evaluated as unsatisfactory shall receive no salary increase.

Draft COMPENSATION PHILOSOPHY
September 1, 1993 -- Page 2

All classified and unclassified staff will be evaluated using three categories, which include: outstanding, commendable, and unsatisfactory. Meritorious staff -- those employees evaluated as commendable or outstanding -- shall receive the across-the-board increase. An additional merit may be granted to staff evaluated as outstanding. Those employees evaluated as unsatisfactory shall receive no salary increase.

2. Guidelines for the distribution of additional merit to classified and unclassified staff will be developed and administered uniformly throughout the university by the Department of Human Resources. Each year the guidelines will be reviewed for their continued applicability to the university community. The vice president for academic affairs will charge each college to utilize its established governance process to develop a written plan for implementing additional merit increases for faculty. The plan will be reviewed annually for its continued applicability to the university community.

3. All fully effective graduate assistants will receive the across-the-board university compensation increase. Vice presidential areas may deny across-the-board increases to the few graduate assistants who fail to meet the minimum performance standards.

**Wright State University
Professional Staff Advisory Council
Minutes of October 11, 1993**

Joyce Corban called the meeting to order in the Harbage Room at the University Libraries. In attendance were: Joyce Corban, Gail Fred, Ben Guild, Nancy Pestian, Catherine Queener, Mike Schulze, Jeff Vernooy, Pamela Wallace-Johnson, and Kevin Watson.

Jeff Vernooy discussed the search for a new president. There will be on-campus interviews with the final candidates in mid-November. Jeff asked for information about issues that are important to staff and should be brought before the candidates. There will be open forums for all staff with each candidate. Interview schedules are listed below. **PSAC encourages all professional staff to attend all open interview sessions.** The new president will develop a lasting first impression of unclassified staff as a result of his initial encounters with us. Please make your best effort to attend the open forums for each candidate. If we demonstrate unity and motivation now, our credibility with the new president will be good from the start. Anyone with questions or issues for the candidates may also contact Jeff Vernooy or any PSAC

AGENDA
Professional Staff Advisory Council
October 11, 1993

1. Presidential Search -- Update by Jeff Vernooy
2. UBRC -- Update by Pam Wallace-Johnson
3. Compensation Philosophy/Evaluation Guidelines
4. Committee Reports
5. Other



Wright State
University

Dayton, Ohio 45435

DATE: October 18, 1993

TO: Angie Brookey
Joyce Corban
Lee Guild
Maggie MacDonald
Sheryl Provens
Ed Rutter
Jim Sayer
Pamela Wallace-Johnson
Chris Watson
Peggy Werntz

FROM: Joyce Carter *J. Carter*

SUBJECT: Performance Appraisal Documents

Please review the enclosed Guidelines for Performance Appraisal Implementation and Performance Appraisal Cover Sheet for accuracy in reflecting the changes agreed to at our meeting on Friday, October 15.

Please contact Ken Selm (ext. 2124) before 5 pm on Thursday, October 21, with any corrections that need to be made to these documents.

Thank you.

dl

c: Stan Anderson, MGT
Alexia Hood, HR Generalist
Ken Selm, Manager, Compensation and Employment

Performance Appraisal Cover Sheet

1050

Name of Employee: _____ SSN: _____

Job Title: _____ Appraisal Type: Annual ___ Other ___

Department Name: _____

Please complete a narrative description of the employee's job performance for the twelve month period ending December 31. **All performance appraisal narrative comments should refer to job-related behaviors and results.** Descriptions of performance should include specific examples to support conclusions.

Instructions

1. Complete the top portion of a Performance Appraisal Cover Sheet for each employee under your supervision.
2. Prepare a narrative appraisal in accordance with the guidelines provided. Enter the overall performance rating in the space provided below on this cover sheet. Sign the cover sheet on the reverse side and attach it to the narrative appraisal.
3. Meet and discuss the appraisal with the employee. Request that the employee sign the cover sheet and initial each page of the narrative.
4. Submit the completed performance appraisal document and cover sheet to your immediate supervisor for review and signature.
5. Once you have received your supervisor's signature, provide the employee a full copy of the appraisal and forward the original to the Department of Human Resources, 243 Allyn Hall.

Overall Performance Rating

Check the overall performance rating below which most clearly describes the employee's performance. The overall performance rating should be consistent with the information provided in the narrative appraisal.

Unclassified Staff

Outstanding _____
Meritorious* _____
Adequate _____
Unsatisfactory _____

Classified Staff

Outstanding _____
Commendable* _____
Unsatisfactory _____

* Wright State University compensation philosophy acknowledges that most staff are meritorious/commendable. (For further information, refer to The Wright Way: Policies and Procedures, #4210.)

Guidelines

Criteria for appraisal will depend on each job incumbent's duties and responsibilities and the format/content of each narrative appraisal may vary. Performance criterion which may be included in the appraisal narrative include:

- Job Knowledge
- Work Habits
- Effective Use of Time
- Flexibility/Adaptability
- Innovation
- Commitment to Diversity
- Analytical Skills
- Customer Service
- Budget Management
- Communication Skills

These criteria are presented as examples. Dependent upon job responsibilities, other criteria may be used for appraising employee performance.

In accordance with the Compensation Philosophy, narrative appraisals for all supervisory/managerial staff **must** include assessments of performance on the following criteria:

- effectiveness in evaluating others;
- commitment to affirmative action/equal opportunity goals; and
- commitment to teamwork.

Signatures

To be Completed by Supervisor

Total pages including cover sheet _____

Supervisor (Appraiser) Signature

Date

To be Completed by Employee

I have reviewed and discussed this appraisal with my supervisor. Check one:

_____ Generally, I agree with this appraisal.

_____ Generally, I disagree with this appraisal.

*Attache
additional
pages*

Employee Signature *

Date

To be Completed by Appraiser's Supervisor

Appraiser's Supervisor Signature

Date

* Please initial the lower right corner of each page of your performance appraisal.

GUIDELINES FOR PERFORMANCE APPRAISAL IMPLEMENTATION

10/15/93

1. When university resources permit consideration of a compensation increase, the president will determine, after consultation with appropriate governance, a university-wide salary pool.

In order to ensure uniformity across the Wright State University community, the Department of Human Resources will develop, whenever a compensation increase is considered, guidelines for reviewing classified and unclassified staff. Guidelines will emphasize the importance of appraisal based on job-related behaviors.

Each college/school will utilize its established governance process to develop uniform faculty evaluation criteria.

Faculty and unclassified staff shall be evaluated using four categories which include: outstanding, meritorious, adequate, and unsatisfactory. Wright State University Compensation Philosophy acknowledges that most faculty and staff are meritorious. Those employees evaluated as meritorious or outstanding shall receive the across-the-board increase. A lesser amount of salary adjustment shall be granted to those employees evaluated as adequate. Additional merit compensation may be granted to faculty and unclassified staff evaluated as outstanding. Those employees evaluated as unsatisfactory shall receive no salary increase.

All classified staff will be evaluated using three categories which include: outstanding, commendable, and unsatisfactory. Wright State University Compensation Philosophy acknowledges that most staff are commendable. Those employees evaluated as commendable or outstanding shall receive the across-the-board increase. Additional merit compensation may be granted to classified staff evaluated as outstanding. Those classified employees evaluated as unsatisfactory shall receive no salary increase.

2. Guidelines for the distribution of additional merit compensation to classified and unclassified staff will be developed by the Department of Human Resources in consultation with PSAC and CSAC and administered uniformly throughout the university. Each year the guidelines will be reviewed for their continued applicability to the university community.

Each college/school will utilize its established governance compensation process to develop a written plan for the distribution of additional merit compensation for faculty. The plan will be reviewed annually for its continued applicability to the university community.

3. All fully effective graduate assistants will receive the across-the-board university compensation increase. Vice presidential areas may deny across-the-board increases to graduate assistants who fail to meet the minimum performance standards.

Performance Appraisal Cover Sheet



**Wright State
University**
Dayton, Ohio 45435

Name of Employee: _____ SSN: _____

Job Title: _____ Appraisal Type: Annual ___ Other ___

Department Name: _____

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4. Submit the completed performance appraisal document and cover sheet to your immediate supervisor for review and signature.
5. Once you have received your supervisor's signature, provide the employee a full copy of the appraisal and forward the original to the Department of Human Resources, 243 Allyn Hall.

Overall Performance Rating

Check the overall performance rating below which most clearly describes the employee's performance. The overall performance rating should be consistent with the information provided in the narrative appraisal.

Unclassified Staff

Outstanding _____
Meritorious* _____
Satisfactory _____
Unsatisfactory _____

Classified Staff

Outstanding _____
Commendable* _____
Unsatisfactory _____

* Wright State University compensation philosophy acknowledges that most staff are

Guidelines

Criteria for appraisal will depend on each job incumbent's duties and responsibilities and the format/content of each narrative appraisal may vary. Performance criterion which **may** be included in the appraisal narrative include:

- Job Knowledge
- Work Habits
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- Communication Skills

These criteria are presented as examples. Dependent upon job responsibilities, other criteria may be used for appraising employee performance.

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- effectiveness in evaluating others;
- commitment to affirmative action/equal opportunity goals; and
- commitment to teamwork.

Signatures

To be Completed by Supervisor

Total pages including cover sheet _____

Supervisor (Appraiser) Signature

Date

To be Completed by Employee

I have reviewed and discussed this appraisal with my supervisor. Check one:

_____ Generally, I agree with this appraisal.

_____ Generally, I disagree with this appraisal.

Employee Signature *

Date

To be Completed by Appraiser's Supervisor

Appraiser's Supervisor Signature

Date

* Please initial the lower right corner of each page of your performance appraisal.

IMPLEMENTATION SCHEDULE

Performance Evaluations 1993

1. October 6, 1993
Adoption of the Compensation Philosophy (excluding Guidelines) by the Board of Trustees
2. October 7, 1993
Review with the President's Staff:
 - a. review revised guidelines
 - b. review Performance Appraisal form
 - c. discuss orientation sessions (all staff) and briefing sessions (supervisors/managers)
3. Incorporation of the Compensation Philosophy (excluding Guidelines) into the existing Compensation Policy (The Wright Way, #4210)
4. October 15, 1993
HR staff and Stan Anderson to meet with Faculty Governance, PSAC, and CSAC to:
 - a. review revised guidelines
 - b. review Performance Appraisal form
 - c. discuss orientation and briefing sessions
5. Week of October 20, 1993
Announcements issued to all staff regarding voluntary orientation sessions
6. November 1-12, 1993
Voluntary orientation sessions for all staff
7. Week of November 1, 1993
Memo issued to deans, directors, chairs, and department heads regarding the number of tool kits needed for supervisors
8. November 17, 1993
Tool kits and briefing schedules sent to deans, directors, and department heads for distribution to supervisors
9. December 1-15, 1993 and January 5-14, 1994
Voluntary briefing sessions for supervisors (1-2 hours)
10. January and February 1994
Evaluations completed
11. February 28, 1994
Deadline for evaluations to reach Human Resources

GUIDELINES FOR PERFORMANCE APPRAISAL IMPLEMENTATION

10/25/93

1. When university resources permit consideration of a compensation increase, the president will determine, after consultation with appropriate governance, a university-wide salary pool.

In order to ensure uniformity across the Wright State University community, the Department of Human Resources will develop, whenever a compensation increase is considered, guidelines for reviewing classified and unclassified staff. Guidelines will emphasize the importance of appraisal based on job-related behaviors.

Each college/school will utilize its established governance process to develop uniform faculty evaluation criteria.

Faculty and unclassified staff shall be evaluated using four categories which include: outstanding, meritorious, adequate, and unsatisfactory. Wright State University Compensation Philosophy acknowledges that most faculty and staff are meritorious. Those employees evaluated as meritorious or outstanding shall receive the across-the-board increase. A lesser amount of salary adjustment shall be granted to those employees evaluated as adequate. Additional merit compensation may be granted to faculty and unclassified staff evaluated as outstanding. Those employees evaluated as unsatisfactory shall receive no salary increase.

All classified staff will be evaluated using three categories which include: outstanding, meritorious*, and unsatisfactory. Wright State University Compensation Philosophy acknowledges that most staff are meritorious. Those employees evaluated as meritorious* or outstanding shall receive the across-the-board increase. Additional merit compensation may be granted to classified staff evaluated as outstanding. Those classified employees evaluated as unsatisfactory shall receive no salary increase.

2. Guidelines for the distribution of additional merit compensation to classified and unclassified staff will be developed by the Department of Human Resources in consultation with PSAC and CSAC and administered uniformly throughout the university. Each year the guidelines will be reviewed for their continued applicability to the university community.
3. Each college/school will utilize its established governance compensation process to develop a written plan for the distribution of additional merit compensation for faculty. The plan will be reviewed annually for its continued applicability to the university community.
4. All fully effective graduate assistants will receive the across-the-board university compensation increase. Vice presidential areas may deny across-the-board increases to graduate assistants who fail to meet the minimum performance standards.

Draft #12

***DESIGNATIONS STILL SUBJECT TO DISCUSSION.**



Charter of the Professional Staff Advisory Council

Section I—Name and Membership

All Wright State University unclassified personnel, except hourly unclassified, shall be defined as professional staff. The Professional Staff Advisory Council shall be composed of members elected from the professional staff.

Section II—Purpose

The purpose of the Professional Staff Advisory Council shall be to represent its members to the university by:

1. promoting their general welfare;
2. reviewing, initiating and making recommendations on appropriate university policies and procedures;
3. encouraging and facilitating communication among members; and
4. providing professional development opportunities.

Furthermore, one of the prime responsibilities of this council shall be to serve the educational community. This shall include creating and maintaining an environment conducive to the teaching, learning, research and service functions of higher education. The recommendations of the council shall be submitted to the university president.

Section III—Membership

All professional staff (as defined above) shall be eligible to vote and hold offices.

The membership of the council shall be composed of eleven elected members. The constituencies from which council members shall be chosen is defined as:

1. academic
2. academic support
3. student/public services and auxiliaries
4. institutional support and plant
5. externally funded projects

The number of representatives for constituencies one through four shall be proportional to the number of staff in those constituencies. There shall be three members elected from the second and fourth constituencies; two members shall be elected from the first and third constituencies. Constituency five shall be represented by one elected member. Members of the council shall be elected for three-year terms, with one-third being elected each year. Members may not hold consecutive three-year terms. See attachment for the outline of the constituencies.

Section IV—Officers and Committees

Officers of the Professional Staff Advisory Council shall be a chair, a chair-elect, and a secretary. The secretary shall be elected each year by the council. The secretary and the chair-elect shall be elected from all members of the council. At the conclusion of the chair's term, the chair-elect shall become the chair for the next year.

Duties of the Officers

The chair shall preside at all meetings, and the chair (or designate) shall represent the professional staff to all appropriate bodies and individuals.

The chair-elect shall assume all responsibilities of the chair in case of the chair's absence or resignation.

The secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall distribute the minutes of the Professional Staff Advisory Council meetings to the professional staff and keep the membership informed of activities of the council.

Section V—Meetings

Meetings of the Professional Staff Advisory Council shall be held on a monthly basis. An informational meeting of the entire professional staff shall be called by the council each spring quarter. Special meetings of the full professional staff may be called by the university president, upon the request of fifty professional staff or a majority of the members of the Professional Staff Advisory Council. The secretary shall provide at least two weeks notice of all meetings. A quorum for transacting business shall be sixty professional staff members.

Section VI—Elections

The first election shall be held after the university president approves this charter. The annual election shall be held during the spring quarter prior to the annual meeting. The nomination ballot will contain the names of all the members who are in the constituency. The election ballot shall have two names placed on the ballot for every position. The individuals receiving the highest number of votes on the nomination ballot will be those placed on the election ballot. In case of a tie on the nomination ballot, more than two names per position may appear.

On the first election, of those elected for the constituencies with three members, the individual receiving the highest number of votes in the election shall serve three years; the individual receiving the second highest number of votes shall serve two years; and the individual receiving the third highest number of votes shall serve one year.

For those constituencies that have only two members, the individual receiving the highest number of votes shall serve three years and the individual receiving the second-highest number shall serve two years. The fifth constituency shall elect its one member for a one-year term in the first election and thereafter for a three-year term.

Upon resignation of a member, the council shall appoint a representative from that constituency to fill the vacant position until the next annual election. The individual elected at the election shall serve the unexpired term of the resignee.

Section VII—Authorities and Amendments

The council shall be governed by this charter and other applicable policies and procedures of the university and the state of Ohio. The council shall have the authority to establish bylaws in consultation with the university president.

June 19, 1984

Outline of Constituencies

I. Academic

Center on Economic Education
Economics
Credit Workshops—Main Campus Education
Credit Workshops—Off Campus Education
Education
Health-Physical Education-Recreation
Art and Art History
Art Gallery
English
Music
Theatre Arts
Microbiology/Immunology—Science and Mathematics
Biological Sciences
Chemistry
Computer Science—Engineering and Computer Science
Computer Engineering
Mechanical Systems Engineering
Geological Sciences
Mathematics and Statistics
Physics

Psychology
Honors Program
Anatomy—School of Medicine
Anatomy—School of Medicine Donated Body Program
Magnetic Resonance—School of Medicine
Microbiology/Immunology—School of Medicine
Biomedical Imaging Lab
Community Medicine—School of Medicine
Dermatology—School of Medicine
Emergency Medicine—School of Medicine
Family Practice—School of Medicine
Medicine—School of Medicine
Medicine in Society—School of Medicine
Obstetrics and Gynecology—School of Medicine
Pathology—School of Medicine
Psychiatry—School of Medicine
Surgery—School of Medicine
Cox—Administration
Education—Library and Communication Science
NCRE—Research

II. Academic Support

Business/Administration—Dean's Office
Education and Human Services—Dean's Office
Instructional Materials Center—Education
Arts for Handicapped
Liberal Arts Administration—Dean's Office
Nursing Administration—Dean's Office
Science and Mathematics Administration—
Dean's Office
Engineering and Computer Science—Dean's Office
Electronic Shop—Science and Mathematics
Electronic Shop—Engineering and Computer Science
Instrument Shop—Science and Mathematics
Glass Shop—Science and Mathematics
Instrument Shop—Engineering and Computer Science
Glass Shop—Engineering and Computer Science
Statistics Consulting Center—Science and Mathematics
Graduate Studies Administration—Dean's Office
Graduate Studies—Program Evaluation
School of Professional Psychology Admin.—
Dean's Office
School of Medicine Administration—Dean's Office
Academic Affairs—School of Medicine
Administrative Affairs—School of Medicine
Administrative Support Services
Word Processing—School of Medicine
Communications—School of Medicine
Support Operations—School of Medicine
Facilities Operations—School of Medicine
Business Office—School of Medicine
Medical Education—Veterans Administration—SOM

Courier Service—School of Medicine
Hospital Affairs—School of Medicine
Health Sciences Library
Laboratory Animal Resources—School of Medicine
Interdisciplinary Teaching Lab
Library—Lake Campus
Learning Resources Center
General Library—Administration
General Library—COLS Project
General Library—Acquisition
General Library—Archive/Special Collections
General Library—Cataloging
General Library—Circulation
General Library—Public Service
General Library—Reference
General Library—Serials
General Library—Technical Service
Black Culture Resource Center
UMS—Administrative Services
UMS—Instructional Services
UMS—Production Services
UMS—Technical Services
Instructional TV
AC Computing Resources
Information Center
Television Center
Telecommunication E
University Division
Office of Research and Sponsored Programs
Vice President of Faculty

III. Student/Public Services and Auxiliaries

Center for Professional Development
Physical Fitness Life Program
IRIS Program
Graduate Admissions
Student Support Services—SOPP
Student Affairs and Administration—SOM
Weekend Intervention Program
Frederick A. White Center—Administration
Frederick A. White Center—Pharmacy
Frederick A. White Center—Clinical Lab
Frederick A. White Center—Radiology
Frederick A. White Center—Medicine
Student Health Clinic—School of Medicine
Student Services—L/
CCE Kettering Center
Community Music Division
Pre-College Program Workshops
Vice President for Student Services
University Placement Services
Pre-College Program
Financial Aid Administration
Handicapped Student Services
International Program
International Student Exchange Program
Intermural Sports
Physical Education Facility Administration

Registrar's Office
Student Development
Student Employment
Student Information System
Undergraduate Administration
On-Campus Housing
Softball
University Center
Central Campus Bookstore
Lake Campus Bookstore
Intercollegiate Athletics Administration
Camps/Conferences
Cheerleading Program
Baseball
Basketball—Men
Volleyball—Women
Soccer—Men
Tennis—Men
Wrestling
Swimming—Men
Swimming—Women
Golf
Cross Country
Nutter Center—Operations
Student Auxiliary/Ent—Administration

IV. Institutional Support and Plant

L/C Administration—Dean's Office
Governing Board
President
Corporate and Military Relations
Vice President for Business/Finance
Vice President for Information Resources Management
Accounts Payable Office
Affirmative Action
Alumni Affairs
Budget and Regents Report
Bursar's Office
Bursar—Student Loan Collection
Central Stores—ESPM
Administrative Information Systems
General Accounting
Cost Studies and Accounting
University Computing Services
Development
Government Relations
University Relations
Financial Systems Development
Planning and Institutional Research

Mailing Department
Office of Legal Affairs
Office Systems
Parking Services
Payroll Office
Department of Human Resources
Printing Service
Publications Project Coordinator
Purchasing Office
Department of Environmental Health and Safety
Department of Public Safety
Transportation Services
Labor Relations/Policy Development
Conf. And Continuing Education M/
University Communications
Editing and Design
Physical Plant Administration
Custodial Services
Engineering and Construction Services
Grounds Maintenance
Maintenance and Repair of Buildings
Plant Operations Support Services

V. Externally Funded

Biochemistry
Microbiology/Immunology
Biological Sciences
Chemistry
Tiernan Research Operations
Computer Science
Electrical Systems Engineering
Mechanical Systems Engineering
Biomedical Engineering
Geological Sciences
Physics
Psychology
Graduate Studies
Professional Psychology
Anatomy—School of Medicine

University Research Center
Biochemistry—School of Medicine
Physiology—School of Medicine
Community Medicine
Emergency Medicine
Medicine
Weekend Intervention Program
Obstetrics and Gynecology
Pediatrics
Pharmacology/Toxicology
Cox Heart Institute
NCRE
University Division
Handicapped Student Services
Vice President for Academic Affairs

FACULTY	TOTAL	695	35%
	Part-time	6	
	Full-time	427	
	Fiscal part-time	29	
	Fiscal full-time	233	

CLASSIFIED STAFF	TOTAL	717	37%
	On call part-time	46	
	Part-time	88	
	Full-time	583	

UNCLASSIFIED STAFF	TOTAL	543	28%
	Part-time	53	
	Full-time	490	

ALL WSU EMPLOYEES	1955
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