



Alternative Performance Evaluation Form

For all staff and non-bargaining unit faculty

For review period April 1, 2023 through March 31, 2024

Personal Information

Employee Name:

Should be employee's legal name as it appears on the employee's official record

Employee UID:

Current Job Title:

Department/Unit:

Supervisor's Name:

Message from President Edwards

Our unwavering passion and commitment as a team is evident and the work you do each and every day to help our students and one another is greatly appreciated. This past year, it was clear that we remained focused on creating and nurturing an inclusive student-centered culture that supports and celebrates our students' academic and co-curricular successes. I saw repeated examples of both the collective and individual impact we have when we keep our students and desired culture at the forefront of everything we do.

This year, we will both conclude and begin several initiatives that will continue to improve our sense of community and belonging. First, many of you have attended our Exceptional Service workshop and are already implementing changes to help our students find and use the resources they need. This renewed focus on our intentionality in how we treat each other will continue to move us toward a future that we will all be proud to belong to. As shared in that class, "it is no longer okay to do 'good enough' work." We must approach each day with the intentionality of making the experiences at Wright State University better for our colleagues and all the students and community members we interact with.

The second major initiative that we are embarking upon is increasing our awareness of how to maintain a safe campus and how to assist those who may be struggling with their mental health. Understanding safety responses and how to navigate situations is foundational to a healthy and successful campus community. To enhance that ability, all employees are now required to complete training focused on improving situational awareness and personal safety. These trainings will include an Overview of Public Safety; Run, Hide, Fight; QPR (Question, Persuade, and Refer Suicide Prevention); and Narcan training.

Additionally, to improve employees' ability to provide support in understanding and identifying mental health needs, all employees will be required to complete training in mental health awareness. Faculty and staff regularly interact with students and have a unique vantage point to promptly identify potential student mental health needs and provide referrals to help guide the students to appropriate resources. It is also helpful if employees understand mental health needs for both their own wellness as well as their ability to alert appropriate resources if there may be concerns with any of their colleagues.

Finally, later in 2024 we will embark upon the development on our next five-year strategic plan. As we prepare for that, I encourage you to review our Bridge Strategic Plan and consider the data we have collected and the progress that has been made. As an example, the Exceptional Service training comes from the first initiative under Objective 1; Strategy 1 of that plan. As of March 2024, over 600 employees have completed this training and have begun implementing strategies to improve the interactions and experiences of everyone we come into contact with. Strategic planning sessions will be held this Fall semester to gather input and ideas for the initiatives that will take us through the next five years. Please plan to fully participate in that process so that our plans and objectives can embody us as a whole.

Thank you for your hard work and dedication this past twelve months. Your diligence and innovative thinking have truly begun to move the needle in the right direction for Wright State University. I truly appreciate your cooperation in the implementation of these endeavors. Doing so will ensure that our campus is informed and prepared for all the things we will see in the future.

The best is yet to come!

Sue

Statement from Unit Head

Unit head should use this section to share their thoughts on the performance of the unit as a whole for the previous year. They should also share their vision for the unit in the coming year. The message should be the same for all employees in a particular unit.

Statement from Immediate Supervisor

The immediate supervisor should use this section to summarize conversations had with the individual employee, specifically noting accomplishments and recognized areas for progress. Any specific plans for growth and/or development can be shared as well.

Statement from Employee

The employee should use this section to summarize their thoughts on their performance in the past year and specifically note desired areas for development and plans for growth.

Signatures

This form is one of several opportunities for reflection on an employee's performance during an evaluation cycle. Our signatures acknowledge discussion and receipt of this document and does not necessarily imply the employee's agreement.

However, because this appraisal does not require the recording of goals that have been set, our signatures do indicate our commitment to continuously developing and working to achieve goals that are responsive to the university's needs as it continues its path forward.

Supervisor Signature

Date

Employee Signature

Date

Second Level/Unit Head Signature

Date

FOR HUMAN RESOURCES USE ONLY

Updated in System

Date