

# **FA/IAS PERFORMANCE REVIEWS**



**ATP**

# Process and Template Comparison

Step Owner	Step Name	IAS Template Currently participating: La Crosse, Oshkosh, River Falls, Platteville	FA (and CHS) Template Currently participating: La Crosse, Oshkosh, River Falls
EE	Self Evaluation	<ul style="list-style-type: none"> <li>*Comment (required) on three areas</li> <li>Rate (optional) each of the three areas</li> <li>Upload supporting documents (optional)</li> </ul>	NA
MGR	Manager Evaluation	<ul style="list-style-type: none"> <li>Comment (optional) on three areas</li> <li>*Rate (required) each of the three areas</li> <li>Upload supporting documents (optional)</li> <li>*Provide overall rating (required)</li> </ul>	<ul style="list-style-type: none"> <li>Comment (optional) on three areas</li> <li>Rate (optional) each of the three areas</li> <li>Upload supporting documents (optional)</li> <li>*Provide overall rating (required)</li> </ul>
MGR	To Do	<ul style="list-style-type: none"> <li>Reminder task to meet with employee because upon Submit the evaluation goes to the employee for acknowledgement.</li> <li>*Submit (required)</li> </ul>	<ul style="list-style-type: none"> <li>Reminder task to meet with employee because upon Submit the evaluation goes to the employee for acknowledgement.</li> <li>*Submit (required)</li> </ul>
EE	Acknowledge	<ul style="list-style-type: none"> <li>*Choose statement (required): I acknowledge I have received this performance evaluation information.</li> <li>Comments (optional)</li> </ul>	<ul style="list-style-type: none"> <li>*Choose statement (required): I acknowledge I have received this performance evaluation information.</li> <li>Comments (optional)</li> </ul>
MGR	Acknowledge	<ul style="list-style-type: none"> <li>*Choose statement (required): I acknowledge I have shared this performance evaluation information.</li> <li>Comments (optional)</li> </ul>	<ul style="list-style-type: none"> <li>*Choose statement (required): I acknowledge I have shared this performance evaluation information.</li> <li>Comments (optional)</li> </ul>

# Evaluation Format

## IAS-Employee and Manager; FA-Manager only

**Complete Self Evaluation**

Self Evaluation: Instructional Academic Staff Annual Evaluation - 2025: Rachael ...

Actions

06/30/2025 - 06/30/2025

- Teaching
- Professional Activity
- Service
- Supporting Documents
- Overall Evaluation and Rating for Non-primary J...
- Review and Submit

### Teaching

In the answer box, describe your teaching activities and effectiveness. An answer is required.

- Rate your performance in this area.

Question **Employee:** Please describe your teaching activities and effectiveness.  
**Manager:** Please comment on teaching activities and effectiveness.

**Employee**

Answer \*

#### Employee Summary

Rating	Rating Description
select one	select one
	Not Applicable
	Failing to Meet Expectations
	Partially Meeting Expectations
	Meeting Expectations
	Exceeding Expectations

Back Save Close

### Questions:

1. Describe/comment on teaching activities and effectiveness.
2. Describe/comment on professional activities.
3. Describe/comment on service activities.

### Item Rating Scale:

- Not Applicable
- Failing to Meet Expectations
- Partially Meeting Expectations
- Meeting Expectations
- Exceeding Expectations

### Option to Upload Documents

# Overall Rating Scale

## IAS and FA - Manager Only

<b>FA</b>
Not Meritorious
Meritorious

Rating Scale changed Feb. 2025

**Does Not Meet Expectations**  
**Meets Expectations**

<b>IAS</b>
Failing to Meet Expectations
Partially Meeting Expectations
Meeting Expectations
Exceeding Expectations

**Overall**

**The Overall Rating should be reflective of performance in teaching, professional activity, and service.**

- Human Resources will be notified of an overall rating of Does Not Meet Expectations.

**Manager**

Rating \*  is not a value.

Comment

**Overall**

**The Overall Rating should be reflective of performance in teaching, professional activity, and service.**

- Employee self-rating should be considered when selecting an overall rating.
- Overall Rating should be in alignment with individual item ratings.
- Human Resources will be notified of an overall rating of Failing to Meet Expectations.
- Any needed performance improvement strategies should be discussed with your Human Resources team.

**Manager**

Rating \*

Rating Description

Comment

# Acknowledgement Statement

**IAS and FA - Employee First, Manager Second**

## Employee

- I acknowledge I have received this performance evaluation information. (required)
- Comments (optional)

## Manager

- I acknowledge I have shared this performance evaluation information. (required)
- Comments (optional)

# Annual Performance Review Timeline

- Annual Reviews open in July
  - Process is launched for all organizations at the same time
- Expected completion in October
- All reviews must be complete prior to launching another review
- Talent Partner – report available to monitor progress

