

Department of Communications and Agricultural Education 2023 Performance Appraisal Timeline

Performance appraisal documents can be accessed at:

<http://www.communications.k-state.edu/for-staff/appraisal-forms-and-procedures.html>

Friday, December 1, 2023

Deadline for ALL faculty and staff members to turn in 2023 accomplishment documentation.

Faculty members, both tenure- and nontenure-track, should complete and submit the [KSU Promotion and Tenure](#) form. Please include content only from calendar year 2023. This is not cumulative.

Unclassified staff should complete and submit an electronic version of the [Unclassified Performance Appraisal](#) form to their evaluator/supervisor. This is generally the unit leader. Unit leaders should submit documentation to the department head (jdellis@ksu.edu) and business manager (agcomhr@ksu.edu).

University Support Staff (USS) employees should document their accomplishments for 2023 using the [State of Kansas Performance Review Form](#) and submit to their supervisor. Please refer to last years completed performance review to help identify 2023 goals. Employees should work with their supervisor if there are questions about form completion.

Monday – Wednesday, January 2 – 18, 2024

Evaluators will meet individually with staff members to discuss progress in meeting 2023 goals and clarify questions arising from submitted performance documentation. Evaluators will conduct individual reviews with unit staff members.

Supervisors and staff members should discuss/establish 2024 goals. Agreed-upon goals should be documented on the respective form and submitted to the supervisor for reference throughout the 2024 calendar year.

Monday-Friday, January 16 – 27, 2024

Unit leaders will meet with the department head to discuss staff performance appraisals and to determine individual ratings.

Unit leaders will discuss their own progress and performance documentation for 2023 and 2024 goals.

Monday, January 30, 2024

Position updates, completed 2023 appraisal forms, and 2024 goals should be sent as electronic attachments from the evaluator to the department business manager (agcomhr@ksu.edu) for final formatting and printing.

Wednesday – Friday, February 8 – 17, 2024

Completed 2023 appraisal forms will be distributed to evaluators for their signatures. Evaluators will distribute documents to staff members for review, signature and comments. Signed materials should be returned to business manager by date specified.

Friday, February 24, 2024

Completed and signed documents will be forwarded to the appropriate administrative office for final processing. Signed copies will be returned to both staff and evaluators.