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Annual evaluations submitted to determine staff performance

By Harry Baumert

Evaluations like the one leading to the resignation of UNL Indian counselor Karen Buller are nothing new. A number of administrators questioned this week said staff evaluations are done on a routine basis.

According to Ken Bader, vice chancellor for student affairs, there are four general categories of staff members at UNL academic-administrative, managerial-professional, office and service, and student.

"I've always felt evaluations are one of the most important aspects of management," Bader said. "The whole emphasis should be futuristic."

He said he thinks it's necessary for the individual to know what areas can be improved in his or her work perfor-

The counseling position formerly held by Byller is in the Office of Minority Affairs in the Division of Student Affairs. Bader said there is no uniform procedure to follow so each department follows its own method when assessing employes.

He said the procedure used in Student Affairs involves a coordinated effort between the supervisor and the employe. The staff member is evaluated once each year on the basis of attitude, knowledge of the job, work habits, quality of work, dependibility and ability to work with others.

The evaluation form includes space for self-assessment on the staff member's part, and assessment by the supervisor.

"The employe has a right to see how he or she is being viewed," Bader

Evaluation of fculty is required by the Bylaws of the NU Board of Regents (Aug. 20, 1973). Input for evaluation comes from students, peers of the faculty and from the individual faculty member himself.

All state employes in the office and service category must be evaluated annually according to Bill Duke of the State Personnel Dept. This includes all full time UNL clerical people, custodians and those in maintenance and food

Copies of the evaluation are kept by the employe and his supervisor. One is sent to the State Personnel Dept. and kept on file. In the case of disagreement between the assessment of the supervisor and the employe, the individual sometimes writes rebuttal, Duke said.

Last year the regents underscored the importance of staff evaluation by directing President D.B. Varner to see that "every full-time academic and administrative employe" be evaluated for the academic year.

Varner is to submit verification at the regents' Sept, meeting that this has been done. The regents encouraged students to contribute im assessing STELL (Abrense)

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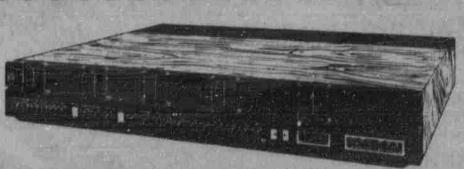
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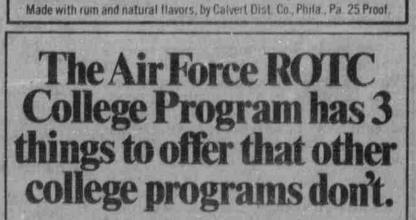
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