

## John Acardo

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**From:** Shannon Miller  
**Sent:** Monday, November 16, 2020 12:54 PM  
**To:** John Acardo; Alyssa Balboa  
**Subject:** Fw: Update - Manager Evaluation email from UWS

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**From:** Shannon Miller  
**Sent:** Monday, November 16, 2020 12:53 PM  
**To:** Department Chair <DeptChair@uwlax.edu>  
**Subject:** Update - Manager Evaluation email from UWS

Colleagues,

I received word that some of you may have received another automated email from the ePerformance System asking to record your faculty member's meritorious status. We had asked of UW Shared Services that this component of the ePerformance process not be included with the AY19/20 and FY20 evaluation cycle. Regrettably, this email was sent in error.

This may also be another opportunity to provide you an overview of the ePerformance System, email triggers, and the expectations for recording evaluations in this system.

### **Limited, Non-Instructional Academic Staff, and University Staff**

Annually, any employee in these categories should receive an evaluation before June 30 of each year. The evaluation period being reviewed is the previous twelve months, aligning with our fiscal year, (July 1 to June 30). For FY21, you are already receiving emails regarding this process as it began on July 1, 2020. You will be asked to record the evaluation for any of your employees in these categories by June 30, 2020. You will continue to receive email reminders until the deadline.

### **Instructional Academic Staff**

Beginning in January, you will begin receiving email reminders to complete the *current* academic year evaluations for your IAS. These are not due until 12/15/2021; however, the emails reminders will begin in January since many departments do complete these evaluations prior to the end of the Academic Year. These evaluations will also need to be completed in the ePerformance System. It is recommended that *all* IAS receive an evaluation; however, it is only required for red-booked, 50% or greater FTE, IAS.

### **Faculty**

Beginning next year, for the AY20/21 evaluations, UW System HR has asked that institutions record the meritorious designation of Faculty in the program. This is the email you may have received over the weekend. Next year, you will again receive this email and asked to record the meritorious designation of your faculty members. This will be a recordation of what your merit committee's decision had been.

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As a reminder, in the next few weeks, you will receive another email regarding an optional six-month check-in to provide feedback to your Limited, Non-Instructional Academic Staff, and University Staff employees.

I hope this helps clarify. As we have been communicating this semester, please contact me if you would like additional training for the program as we get closer to the need to record the Limited, Non-Instructional Academic Staff, and University Staff employees evaluation.

Shannon



**Shannon Miller**

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