

FAQs for HEO-Series and Classified Staff Performance Evaluations

Q1. Why are performance evaluations conducted?

A1. Administering performance evaluations is an important step in the performance management process and a vital function of faculty and managers who supervise employees. Performance evaluations measure and enhance individual performance, foster professional development and career growth, and provide documentation for personnel actions (i.e.: discipline, merit increases, etc.). Performance evaluations give supervisors and employees an opportunity to discuss: job responsibilities, performance over a specific period of time, any problems which may have arisen, and future objectives for development. Performance evaluations should be sufficiently specific to inform and guide the employee in the performance of their duties. However, performance evaluations are not intended to replace the continuing relationship between supervisor and employee. Supervisors are expected to meet with employees throughout the review period to provide ongoing feedback on performance. Performance evaluations are also required by the collective bargaining agreements applicable to the various HEO Series and Classified Staff titles at the College. For example, Article 18.1 of the PSC/CUNY Contract, which covers HEO-Series employees and other Instructional titles, states the following in support of why evaluations should be conducted:

"The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluations shall be to encourage the improvement of individual professional performance and to provide a basis for decisions on reappointment, tenure and promotions. An evaluation of professional activities shall be based on total professional performance. Written evaluation shall be on file for all employees."

Q2. Who in the HEO Series should be evaluated?

A2. Annual evaluations are required for all HEO Series employees including the following:

- 1.) Employees subject to annual reappointment
- 2.) Employees excluded from the contract pursuant to Article 1 of the PSC/CUNY Agreement;
- 3.) Employees with 13.3b status.

Q3. How often should employees be evaluated?

A3. The frequency in which employees should be evaluated is as follows:

1. HEO-Series – Article 18.3b of the PSC/CUNY Contract states that HEO evaluations must be conducted at least once each year, but preferably once each semester.

2. Classified Staff – Employees covered under the White Collar, Blue Collar and Skilled Trade agreements – must be evaluated quarterly in their first 12 months of service and annually thereafter.

Q4. Which form should be used to conduct evaluations?

A4. The forms used to conduct HEO-Series and Classified Staff evaluations are as follows:

1. HEO-Series – The CUNY Evaluation Memorandum- HEO Series form should be used.
2. Classified Staff – The Classified Staff Performance Evaluation-CCNY(2020) form should be used.

Both forms can be found on the Human Resources website at <https://www.cuny.edu/hr/forms>.

NOTE: Please contact the Office of Human Resources for questions about other employee categories.

Q5. How does the HEO evaluation process impact the HEO reappointment notification process for employees who have not yet earned 13.3b status?

A5. HEO evaluations and HEO reappointment notifications are two separate processes. However, performance evaluations do inform the HEO reappointment notification process. Therefore, it is important that evaluations are completed for all HEO-series employees, subject to reappointment, prior to the employees’ reappointment notification date. Please see the chart below for the 2020 HEO reappointment notification dates.

Q6. What are the 2020 reappointment notification dates for HEO-series employees?

A6. The 2020 HEO reappointment notification dates are provided in the chart.

APPOINTMENT TYPE	REAPPOINTMENT NOTIFICATION DATE
First, Second, Third, Fourth or Fifth Reappointment	April 1, 2020
First Appointment hired on or after October 1 st	May 1, 2020
<i>HEOs who are excluded from the contract</i>	
First Year Appointment	June 1, 2020
All subsequent Reappointments	May 1, 2020