

To: Deb Detzel  
Joe Matterer  
Dru Arban  
Nadia Redman  
Baerbel Schumacher  
Lowell Riethmuller

From: Scott Stevens

Re: Annual Review

Date: March 31, 2010

It is time to schedule our annual review meeting, which needs to be completed prior to April 30 this year. This announcement also serves as notice to Dru (for Lin), Nadia (for Laurie), Deb (for Letha, informal), and Joe to schedule and complete meetings with your reporting staff by April 25 and S contract faculty or core tutors no later than May 30. I am actually late with these deadlines, but my absence due to my father's condition required me to postpone completion of faculty reviews by two weeks. I am required to submit all professional and staff evaluations to Dean Austen by April 30 and will need time to review and approve your submissions to me. Please note the new appraisal system described below:

#### Performance Appraisal System

For the current appraisal period, April 2009 – March 2010, HR and IT have partnered to develop a web based performance appraisal system which is now available for your use. The appraisal system has the same look and components as the paper form had last year, but is routed electronically and will be available for review and printing all year.

HR has been training on the new system since early March and training is scheduled for units through early April. Appraisals will be due back to HR by April 30, 2010. As part of our ongoing improvement of this process, HR has developed a performance appraisal website with FAQs, examples of how to write SMART goals and more. The link to the new web page is <http://www.udel.edu/HRSystemsAdmin/performance/>, and you will find the link to the performance appraisal system here.

We look forward to your feedback on the process and the system so that we may continue to improve. Questions and comments can be addressed to [hr-appraisals@udel.edu](mailto:hr-appraisals@udel.edu) or at 831-8677.

As in previous years, be sure to describe how your efforts have helped the ELI fulfill its mission to its clients. Please also set goals for professional development in the year to come and note accomplishments in this area for the year just concluded.

I look forward to this opportunity to celebrate your accomplishments for the year.

C: Wendy Clark