



Employee Relations Organizations Meeting
February 16, 2022 – 10:00am to 12:00pm
Zoom

Moderator: Debbie Long

Representatives Present:

ERC: Lyncie Crawford, Nathan Tipton, Nury Magana, Katora Jones, Jean Perdicaris, Amber Carter

ESC: Dorothea Owens, Bran Upchurch, Kaining Zhi, Jackie Cotton, Yin Su, Blake Dingman, Selena Strong

Representatives Absent: April Phetteplace, Venus Claxton, Linda Johnson, Lisa Hall, Rosalie Nelson, Jackie Fox, Janette Smith, Victoria Christian, Andrea Briggs, Kimberlee Norwood

Minutes Secretary: Debbie Long

Visitors: Dr. Chandra Alston

Meeting Agenda and Minutes

10:00am **Welcome and Attendance – Debbie Long**

10:05am **Set reoccurring meeting**

Jean Perdicaris and Bran Upchurch proposed a reoccurring meeting mid-month Fridays from 10:00a to 12:00p. All members in attendance agreed.

Debbie Long will send an email out to the group to group to vote on the change.

10:10am **Chandra Alston addressed the committee**

To date thirteen UTHSC employees currently in service have died in the last six months. Typically, we have two to three per year. Please take care of yourselves and be mindful of yourself. **Keep your beneficiaries up to date!** As these last few years have shown us our lives can change dramatically at anytime and something could happen to us. Keeping your beneficiaries' updates ensures your loved ones can access your benefits without issue. Please encourage your constituents to check their beneficiaries and ensure they are up to date.

HR has also met with the new chancellor, Chancellor Peter Buckley, and was met with enthusiasm. Dr. Buckley showed great interest in being involved and available to the campus needs. During his meeting with HR he asked insightful questions not previously seen by other leadership. We are very encouraged and looking forward to

Chancellor Buckley's work with our campus. The ERC ESC will have a special meeting with Dr. Alston to review the results of the 2021 Employee Engagement Survey. It is important the ERC ESC be informed of the employee engagement results to help support the initiatives for improvement where they are able and be well prepared for meeting with the Chancellor.

Dr. Alston left some final thoughts with the committee urging that we all show our employees. For supervisors, show your employee grace when they are dealing with personal issues that come to pass, such a covid infection, power outages from the winter storm, and other issues that keep impacting us all. Dr. Alston encouraged all the be thoughtful. You are going to be ok. People are too important to be petty over trivial things.

10:15am 2021 Performance Evaluation Training – Debbie Long

PowerPoint slides attached.

11:00am Round Table

AFSA – Jean Perdicaris, ERC

Elevator still not operational in Hyman. Inspection of the elevator was failed therefore the opening of the new elevator is delayed. Check UTHSC job board for open positions in the AFSA, encourage qualified friends, family, and coworkers who may be interested to apply. AFSA is still operating on a hybrid schedule.

GME – Bran Upchurch

A new employee has started in a brand-new position – the Assistant Dean of Program Improvement. A consulting firm has been hired to work our upcoming site visit to address our accreditation issues which trending in a trajectory of improvement. Four new positions have been created to meet the FTE requirements for attention given to programs.

Ophthalmology – Amber Carter

Administrative office for Ophthalmology is moving to 930 Madison, Suite 101. On April 8th and 9th, the department is presenting its Spring Clinical Update in the Freeman Auditorium (3rd floor of 930 Madison). A guest speaker will be attending this event with food served – encourage your constituents to come!

Pharmacy – Selena Strong

Dean Marie Chisolm-Burns is resigning in the coming months, the search for a new dean for the College of Pharmacy has begun. Staff changes have taken place as new employees are being brought on. The College of Pharmacy is still working on a hybrid schedule.



College of Medicine – Dorothea Owens

Two new directors have begun, one in Psychiatry and one in the Cancer Center.

Finance – Jackie Cotton

An Assistant Vice Chancellor position is now open in Finance to replace Charles Cossar, who has left the department. The scope of Mr. Cossar's previous position has been broadened, which shifted the position to an AVC level. Please spread the word and encourage qualified contacts to apply.



2022 Performance Review Process



Human Resources 901.448.5600

February 2022



Why is it important to Conduct Performance Evaluations?

- To provide **collaboration** between supervisors and their staff
- To ensure **clear and mutual communication** to improve employee productivity and job satisfaction.



Why is it important to Conduct Performance Evaluations?

- To provide **constructive feedback** to employees
- To provide a **basis for** promotions or transfers.
- To help supervisors **remove roadblocks to effective performance**



Steps in the Performance Evaluation Process

- Step 1 - Employee Self-Assessment
- Step 2 - Meeting: Supervisor/Employee
- Step 3 - Overall rating determined
- Step 4 - Employee Comments
- Step 5 - Signatures



Step 1 – Employee Self-Assessment and Goals





What is the purpose of employee self-assessment?

- Self-assessment is an important starting point for gathering information about your performance beyond the traditional source, your “Supervisor.”



What are the benefits of self-assessment?

- ▣ Increases involvement in the process of assessing strengths and areas in need of improvement
- ▣ Helps to clearly identify discrepancies of performance between the employee and supervisor
- ▣ Helps to facilitate a more constructive evaluation meeting and conversation about your performance



Self-Assessment

(Continued)

- Summarize your performance relative to the major functions of your job
- Include particular accomplishments since the last review
 - Note goals/accomplishments that you were unable to achieve and why
 - Note any problems outside your control which reduced your ability to do your job
 - Use concrete examples to support your evaluations



Questions to Ask Yourself

- What did the department accomplish over the past year?
How did I contribute?
- Did I perform my duties to the best of my abilities?
- What were my most significant achievements?
- What problems or obstacles did I encounter?
- Did I take the initiative to solve them?





Questions to Ask Yourself

- How can those problems be avoided this year?
- What would I like to accomplish in the coming year?
- You should also think about what plans you have for yourself.
 - Do you want to increase the scope of your responsibility?

? Take additional training?

• Learn new skills?





Include Areas for Improvement and/or Development

- ▣ Areas where employee needs more experience or expertise
- ▣ Can be for success in current position as well as a plan for career development
- ▣ Can be used for cross-training purposes



Step 2 – Annual Evaluation Meeting





Annual Evaluation Meeting Objectives

- Discuss position description (PD) and job expectations
- Review employee self-assessment
- Collaborate on goals
- Discuss developmental areas



Evaluations: Tips for Employees

- Prepare an accurate self-assessment
- Try to understand your supervisor's perspective
- Don't become defensive
- Participate in the conversation
- Ask for clarification
- Take notes



Step 3 – Performance Rating





Measuring Performance

- Evaluation Forms
 - Instruction Form
 - Summary Form
 - Detail Form
 - Goals and Objectives Form
- Evaluation Process
- Forms will be available on the Human Resources web site



Performance Rating Scale

- **Consistently Exceeds Expectations (5)**
 - **Must be accompanied by supporting documentation**
- **Fully Achieves and Occasionally Exceeds Expectations (4)**
- **Fully Achieves Expectations (3)**
- **Sometimes Achieves Expectations (2)**
- **Unsatisfactory/Rarely Achieves Expectations (1)**
 - **Must be accompanied by supporting documentation**
 - **(Example: Performance Improvement Plan)**



Five (5) Key Elements

- **ACCOMPLISHMENTS** - the extent to which the employee meets expectations in performing the job functions of his/her position as defined in documentation such as the PD, annual work plan, etc.
- **SERVICE & RELATIONSHIPS** - the extent to which the employee's behaviors are directed toward fostering positive working relationships in a civil workplace, respect for one's fellow workers, and cooperation with students, customers, and visitors
- **ACCOUNTABILITY & DEPENDABILITY** - the extent to which the employee contributes to the effectiveness of the department and the overall mission of the University. (NOTE: Time off approved under FMLA may not be considered.)



Five (5) Key Elements

- **EQUITY, DIVERSITY AND INCLUSION** - the extent to which the employee treats others with fairness, dignity, and respect, fosters inclusiveness, values individual and group differences (e.g. age, gender, religion, race, ethnicity, sexual orientation, gender identity, nationality, veterans, disability, culture, position, and others), takes efforts to enhance diversity, inclusion and cultural humility, and contributes to departmental and organizational unit diversity strategic goals.
- **DECISION MAKING & PROBLEM SOLVING** - the extent to which the employee makes sound and logical job-related decisions that are in the best interest of the University. (As applicable, this element includes developing and managing human and fiscal resources within the framework of University policy.)



Step 4 – Employee Comments





Employee Comments

- The employee has the opportunity to review the appraisal and then submit written comments to the review.





Step 5 – Signatures





Signatures

- After both employee and supervisor signs the performance evaluation, the supervisor gives a copy to the employee
- The supervisor submits the Summary Form to Designated unit head



Questions?



Thank You

We appreciate your participation.



Your constructive feedback is welcomed.