Sabaragamuwa University of Sri Lanka

Policy Title –   Policy on Employee Performance Evaluation / Staff Appraisal -SUSL

Policy Number – Policy / SUSL / Gov & Mgmt / 02

Effective Date – 10.08.2021

Revised Dates – NA

Approving Authority – The Council, Sabaragamuwa University of Sri Lanka

Administrative Responsibility – Registrar, Directors of the Centers, Deans of the Faculties, Senate, Council

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Overview

The overall goal achievement of any organization depends on the performance of each employee in the organization. To accomplish the vision (to be an internationally acclaimed Centre of excellence in higher learning producing dynamic leaders and nation builders to guide the destiny of Sri Lanka) and the mission (to search for and disseminate knowledge, promote learning, research and training to produce men and women proficient in their respective disciplines possessing practical skills and positive attitudes enabling them to contribute towards the manpower requirements of the nation) of the Sabaragamuwa University of Sri Lanka (SUSL), it is necessary to ensure the performance of the academic, administrative and non-academic employees of the university.

Purpose

The purpose of this policy is to establish the guidelines for the Employee Performance Evaluation (EPE) system of SUSL.

Scope

This policy applies to the evaluation of the performance of the employees, in all the categories, employed by SUSL.

Definitions

Employee Performance Evaluation- EPE is the systematic and periodic process of setting, measuring the performance of employees, and initiating and executing necessary development and administrative actions to ensure the achievement of SUSL's strategic goals and objectives.

Performance Cycle – It is the specific period concerned for evaluating the performance of an employee or a category of employees.

Performance Criteria – The factors that are used to evaluate job performance of employees for a period of time.

Performance Standard – The level of performance expected from the employee for a period of time.

Policy Statement

1. The objectives of EPE system of SUSL are;
    a. To set, evaluate, and communicate the performance of employees of the university.
    b. To ensure performance feedback to employees and motivate staff members for better performance.
    c. To identify the training and development needs of the employees.
    d. To discover the potentials of employees.
    e. To do job re-designing and updating job descriptions and job specifications.
    f. To generate performance information to take reward management decisions.

2. EPE system should be in line with the vision, mission, strategic goals, and values of the university.

3. The EPE system should be aligned with other Human Resource Management systems (Staff Development, Reward Management, Employee Relations etc…) within the university.

4. Goals/Objectives/Key Performance Indicators (KPIs)/Performance Criteria and Performance Standard setting should be done before beginning of a performance cycle. Performance criteria and standards should be decided in line with the strategic goals and

objectives of the university, faculties, departments, centers, and other administrative branches.

5. The performance cycle can be decided by the respective faculties, departments, Centers and other administrative branches depending on the nature of the jobs and the need of the university. The general performance cycle is one year. However, a performance cycle of less than one year can be applied by respective units.

6. Participation of the employee in setting performance goals/objectives/KPIs/criteria and standards is encouraged.

7. The set performance goals/objectives/KPIs/criteria and standards should be properly communicated to the respective employee at the beginning of the performance cycle.

8. Performance evaluation should be done by using pre-determined methods such as self-assessments, Assessment by the immediate supervisor, Assessment by the customers or 360- degree feedback system, or any other superior method.

9. Approved EPE forms should be used in evaluating performance of the employees and the evaluation should be conducted fairly and transparently.

10. Performance evaluation results should be stored in a computerized database for future referrals.

11. At the end of the performance cycle, a performance evaluation feedback meeting should be held with the respective employee by the respective evaluator/head of the department or division or center. Performance criteria/KPIs and standards for the next performance cycle should be agreed upon at this meeting.

12. The performance evaluation results of the employees can be used to make decisions in other areas such as Staff Development, rewarding of employees, Annual increments, Discipline Management, Employee movement management within the university, to measure the effectiveness of the selection process, talent identification, and any other administrative or development purposes of the university. However, EPE results shall be used only as supportive evidence for employee promotions, transfers, and terminations.

13. Based on the EPE results and Individual Development Plan (IDP) should be prepared for each employee to ensure the performance and the professional development of the employee.

14. Employee performance evaluation competencies of all the performance evaluators should be improved periodically through appropriate training and development programmes through the Staff Development Center of SUSL.

15. The responsibility of the implementation of the EPE is with faculties, departments, or centers of the university, other divisions, or responsive authority of the University. Overall guidance and continuance improvement of the EPE system should be done by a separate Centre (the Human Resource Management Center) or Establishment branch of the University.

16. It is essential to submit an annual EPE report by the respective Deans of the Faculties/ and heads of the Departments/Centers/ Divisions or any other unit of the university to the Vice Chancellor of SUSL.

17. This policy should be re-visited every three years for periodic upgrading. Any other necessary amendments can be done even before the expiration of three years by getting the approval from the Senate and the Council of SUSL.

Supporting Documents:

Responsibility: Registrar, Directors of the Centers, Deans of the Faculties, Senate, Council, Vice Chancellor

Promulgation:

i. This policy will be circulated as a printed document among all the faculties, divisions, centers and other administrative entities.

ii. Will appear in the QA (Quality Assurance) section of the University Website.

iii. Will appear on the University Web site.

iv. Will be circulated among all the academic, administrative, and non-academic staff members of the university.

Implementation:

This policy will be implemented by faculties, departments, centers, or administrative branches/units of the university.

The committee appointed for the preparation of this policy by the Senate Standing Committee on Quality Assurance, SUSL (28th SSC-QA, held on April 2021) is as follows,

>*Dr. H. P. Rasika Priyankra (Chairman)*
>*Prof. H.A.D. Ruwandeepika (Member)*
>*Prof H.S. R. Rosairo (Member)*
>*Prof. T.S.P. Jayaweera (Member)*
>*Mr. J. G.P.U. Rathnayake (Member)*
>*Ms. P.G.I. Dias (Secretary)*

Centre for Quality Assurance,

Sabaragamuwa University of Sri Lanka

June 2021.

****This policy has been submitted at the 254th Senate held in August