

POLICY 1
ORGANIZATION OF DUTIES AND RESPONSIBILITIES

Rule 1.06 - Responsibility for Communication

Formal directives concerning University policies are to be communicated to employees through administrative channels, via deans, directors and heads of academic, administrative, and service units. Each unit shall establish procedures to disseminate information to individual employees through appropriate supervisors. In addition, informal communication of information and ideas among all employees is encouraged.

Regulation

1.061 Performance Appraisal Programs

Each campus may develop employee performance appraisal programs and operational guidelines for administration of such programs. Performance appraisal programs should foster communications among unit heads, supervisors, and employees regarding job expectations, identify employee development opportunities, and provide an avenue for evaluation of individual employee performance.