

HUMAN RESOURCES

April 2018

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Performance Reviews

The time for performance reviews is rapidly approaching. This year will be the final cycle of using our current Performance Impact Workplace software (A&P) and Career Employee evaluation tools. Human Resources will be rolling out a new system for performance management in the near future.

Full-time and Regular Part-time Staff Evaluations

- All full-time and regular part-time administrative, professional and career employees should have their annual evaluation conducted in May pursuant to [APM 03-1201](#). A signed copy of the completed evaluation should be forwarded to Human Resources no later than **Friday, June 1**.
- Evaluation forms for Administrative and Professional employees are prepared using Performance Impact Workplace (PIW) software. If you supervise Administrative and/or Professional employees and do not have PIW installed on your computer, please notify the Employee Relations Office at emprelations@fscj.edu.
- Career Evaluation Forms
 - [Career Evaluation](#)
 - [Career Evaluation - Supervisor](#)

Faculty Evaluations

- Frequency
 - Faculty on annual contract are to be evaluated once a year.
 - First year faculty are to be evaluated during their second semester.
 - Faculty on continuing contract are to be evaluated once every three years.
- Specific guidelines for faculty evaluations are located in [Article 11 of the Collective Bargaining Agreement](#).
- Forms
 - [Adjunct Evaluation](#)
 - [Counselor Evaluation](#)
 - [Librarian Evaluation](#)

o [Faculty Evaluation](#)

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36-hour Work Schedule

Supervisors are responsible for attaching the appropriate work schedule for the summer 36-hour work week to each of their direct reports who work full-time and thus use Absence Management. Once logged into [myFSCJ](#), work schedules for direct reports can be viewed by clicking the “My Manager Tasks” tab, then select “Assign Work Schedule”. Click [here](#) for step-by-step guidance on how attach an employee to a 36-hour work week schedule and other helpful reminders.

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Manager Resources

About 18 months ago, Human Resources started sharing information with supervisors via this supervisor segment email. These newsletters contain information on various topics ranging from professional development to myFSCJ in an effort to enhance your skills as a supervisor. These newsletters, as well as other information and tools, are available to you through the [Manager Resources](#) section of the HR web page. If you would like to see other information included, please contact [Human Resources](#).

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Professional Development

To register for professional development courses, please reference [this tutorial](#) or follow these steps:

- Log into myFSCJ, click the “Students” tab.
- Click on “My Academics” and choose the “Student Center” link.
- In the “Academics” section click “Enroll,” and select the appropriate term with the “Professional Development” designation.
- Click “Class Search” and type in the class number in the “Search Criteria” section.
- Select class.

Below is a course available in the coming weeks and is One Percent Salary Incentive approved. Visit the [Training and Organizational Development website](#) for additional information on course offerings.

Please contact hrtraining@fscj.edu with general questions about classes, input on course offerings or issues registering.

Date	Time	Location	Topic	Class Number
Friday April 27	9 a.m. – 11 a.m.	AO-204	AFPD 5162 – Creating and Using Project Plans for Beginners	6217

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