



Staff Evaluation Rules and Procedures

Approved by the AUT University Council of 18 March 2025

Purpose and Guiding Principles

Article 1: The staff performance evaluation constitutes an important component of employee development. It should be used to inform personnel actions such as promotion, demotion, retention, transfer, and merit identification and related increases.

Article 2: Conducted annually, the evaluation provides a structured opportunity for a fair evaluation of staff members performance, allowing them to reflect upon the level of attainment of their objectives¹, define the coming year objectives, plan for professional development, and receive constructive feedback.

Article 3: The evaluation takes the University standards as reference and shall serve the University's mission.

Article 4: The principle of transparency must be adopted. All information related to the evaluation must be made available to the staff members beforehand.

Article 5: The yearly performance evaluation must not substitute regular performance conversations between the staff member and her/his head of unit which must occur throughout the year.

Article 6: The evaluation is twofold:

1. Self-Evaluation – The staff member provides an honest self-assessment of her/his performance across all relevant objectives.
2. Peer Evaluation – The head of unit provides a formal evaluation based on performance data, institutional goals, and departmental expectations. In a campus with no office for the head of unit, the campus director shall act on her/his behalf.

Article 7: The performance evaluation encompasses the following:

1. Accomplishments and level of achievements of preset objectives.
2. Alignment with the University standards and codes of conduct and ethics.
3. Professional and skill development opportunities.
4. Career aspirations.

Evaluation Procedure

Article 8: The evaluation should take place annually, with the process beginning towards the end of the Spring semester. A clear schedule is to be communicated to all staff members.

¹ Only for the first application of the performance evaluation, reference to the objectives is not mandatory and shall be done when appropriate.



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Article 9: A standard evaluation form is to be made available, possibly online, with clear instructions for each section.

Article 10: Upon request from the vice president for administrative affairs, the directors will distribute the evaluation forms to the staff members of their respective units, requesting them to complete the self-assessment parts.

Article 11: Staff members must submit their self-assessment forms by the deadline set. This deadline will allow sufficient time for review before the peer evaluation meeting.

Article 12: After submission, the director will schedule a meeting with the staff member in a neutral, private setting. The director and the staff member shall openly discuss issues related to the staff member's performance, objectives, competences, development, and aspirations.

Article 13: After the meeting the director completes the peer-evaluation part of the form and sends it to the vice president for administrative affairs. The form shall include the self-assessment, director's evaluations, and any additional information.

Article 14: The vice president for administrative affairs will send a copy of the evaluations to the vice president for effectiveness and institutional strategy and to the human resources director requesting their feedback.

Article 15: The vice president for administrative affairs will meet with each dean to review the outcomes of staff performance evaluations, discuss any disparities, and ensure consistency across departments. A final version of the evaluation forms will be created and saved in the office of the vice president for administrative affairs. A copy will be sent to the vice president for effectiveness and institutional strategy and to the president.

Article 16: The president calls the vice president for administrative affairs, the provost, the director of human resources, and the vice president for effectiveness and institutional strategy for a meeting to discuss the outcomes of the evaluation.

Article 17: The vice president for administrative affairs will compile a summary report about the major outcomes of the staff performance evaluations, which will be shared with the president, and may be used for institutional planning and improvements. This report will anonymize individual results to protect confidentiality.