1. PURPOSE: This Regulation describes the method to be used in accomplishing employee development plans for Administrative and Service Faculty (MSUAASF) employees and unclassified managers who do not report to the President. Employee development plans provide an effective means for defining individual goals and communicating performance feedback to employees.

2. SCHEDULE/PROCEDURE FOR COMPLETION OF PLANS:

   A. Development Plans should be completed annually during the months of June and July. The Office of Human Resources will forward a copy of this regulation and a reminder to the employee and supervisor. The employee may request that a copy of their current position description be sent to them.

   B. MSUAASF employees with permanent status may complete plans every three (3) years at the discretion of their supervisor. However, development plans shall be reviewed annually for needed revision.

   C. Supervisors shall meet with the employee to review and evaluate the development plan in a timely manner following completion of the plan. All employees shall have a formal performance review (coaching/counseling) session at least annually.

   D. As provided for in Article 10, Section A, Subd. 3.f., supervisors will send a copy of the development plan and a copy of the annual written evaluation to the Office of Human Resources to be included in the employee’s personnel file.

3. DEVELOPMENT PLAN CRITERIA: Employees should formulate development plans using their position descriptions and the following criteria as guidelines.

   A. Describe your major accomplishments during the previous development plan period.

   B. Describe your greatest learning experience during this period.

   C. Define goals you need to set for the next review period.

   D. Identify ways in which your supervisor could help you meet those goals.

   E. Identify action(s) you could take in your job to further support the University Mission Statement.
This WSU Regulation supersedes WSU Regulation 5-4, dated August 2, 1990.

AUTHENTICATED BY:

Judith A. Ramaley
President

August 13, 2007
Date of Adoption

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MnSCU/Minnesota State University Association of Administrative & Service Faculty (ASF),
Article 10
MnSCU Policy 4.9, Employee Evaluation
President

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