

## UADA Policy 400.2 Non-Classified Performance Evaluation Appeals Procedure

### Scope

This policy applies to all UADA Employees excluding Faculty and Graduate Assistants.

### Purpose

It is the policy of the University of Arkansas Division of Agriculture to provide non-classified employees an avenue to address concerns that the employees may have in regards to their performance evaluation ratings. Therefore this policy has been adopted to provide such an avenue to address and resolve those concerns for all non-classified employees of the Division of Agriculture.

### Appeals Procedure

If a non-classified employee disagrees with the rating given on the employee's performance evaluation, the employee may appeal the rating in accordance with the following procedures.

#### STEP 1.

- The employee must ask the supervisor to reconsider the evaluation rating. The request for reconsideration must be made in writing within ten (10) calendar days from the date of the evaluation conference. The request for reconsideration must state the reasons why the employee believes the rating is inaccurate. This statement will be the basis for the appeal in all steps of the process.
- The supervisor will review the employee's reasons for disagreeing with the rating and respond to the employee in writing within five (5) working days of receiving the request for reconsideration.

#### STEP 2.

- If the employee is not satisfied with the supervisor's response to the request for reconsideration, the employee may submit a written request for review within five (5) calendar days to the employee's director or department head. (If the immediate supervisor is a director or department head, the grievance will move to Step 3.)
- The director or department head will review the request for reconsideration, along with the supervisor's response, and may ask for additional information. Within five (5) working days of receiving the request, the official must respond to the employee and the immediate supervisor in writing with a proposal to resolve the disagreement.

STEP 3.

- If the employee is not satisfied with the employee's director or department head, the employee may submit a written request for review, within five (5) calendar days, to the appropriate senior associate vice-president. (Please note: an employee of the Agricultural Experiment Station (AES) will send the request to the Senior Associate Vice President - Research; and an employee of the Cooperative Extension Service (CES) will send the request to the Senior Associate Vice President - Extension.)
- The Senior Associate Vice President will review the written record and may ask for additional information or documentation. Within ten (10) working days of receiving the request, the Senior Associate Vice President will recommend a resolution in writing to the employee and the employee's immediate supervisor.

STEP 4.

- If the employee is not satisfied with the proposed resolution by the associate vice president, the employee may submit a written request for review to the Vice President for Agriculture. The Vice President for Agriculture will review the entire written record and may ask for any additional information or documentation. The Vice President for Agriculture shall prepare a written statement for resolution of the matter within ten (10) working days of receipt of the written request for review. The Vice President for Agriculture's decision shall be final and no further administrative review shall be available to the employee.

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