



PROCEDURE

Managerial Performance Evaluation (MER)

Procedure Administrator: Associate VP for Human Resources

Authority: N.J.S.A. 18A:64-8

Effective Date: January 5, 2009; May 30, 2009; August 17, 2010, December 29, 2018, June 22, 2021

Index Cross-References: Policy VI-22 Compensation Plan for Managerial Employees

Procedure File Number: 6215

Approved By: Harvey Kesselman, President

All managers recommended by the President for appointment and approved by the Board of Trustees are covered by this procedure. Managers are unclassified staff who are not members of a bargaining unit.

All managers shall be reviewed on an annual basis as part of the Managerial Evaluation Review (MER) process. The MER timeline is scheduled in conjunction with the University's priorities and goals.

Each MER cycle is initiated by the Managerial Employee and their supervisor collaborating to establish job responsibilities, performance expectations and goals for the upcoming year; the manager should receive support and feedback throughout the year to improve and enhance performance. The MER process culminates with completion of the year-end evaluation of performance and a review of job responsibilities.

Position Description - Each manager shall provide a summary of job responsibilities for their position. A review of job responsibilities will occur annually as part of the MER process.

Establishment of Goals - The manager shall meet with their immediate supervisor each year to establish individual goals that support the University's Mission and Strategic Plan and that should be achieved during the following year. These goals are to be specific and measurable.

Evaluation - The evaluation of each manager shall be performed by their immediate supervisor and reported to the successive levels of supervision, and Divisional Executive. The evaluation shall be based on the goals established the previous year. The Office of Human Resources will provide specific information regarding the annual MER process, i.e. calendar with due dates, system access and the form(s) to be used. All managers must complete performance evaluations within the established deadlines.

Managerial Merit Increases and Supplemental Pay

The President shall determine the parameters of the managerial merit program. Subject to the availability of funds approved by the Board of Trustees, the President will allocate a merit pool and designate a proportionate amount of the merit pool budget to each respective division to be used for merit increases. The merit pool can also be used for supplemental pay for “exceptional circumstances” throughout the year. The President will award merit and/or supplemental payments to Divisional Executives. For managers within their respective division, the Divisional Executive will make a recommendation to the President for a merit increase or supplemental pay based on the performance evaluation, equity, and other related factors (the Divisional Executive should consult with the Office of Human Resources prior to recommending the supplemental pay). Merit increases and supplemental pay are not guaranteed and are granted at the discretion of the University.

Review History:

	Date
Procedure Administrator	06/10/2021
Divisional Executive	06/10/2021
General Counsel	06/04/2021
Cabinet	06/17/2021
President	06/22/2021