

### Statement for 3.6

The University, per [Executive Policy 9.2.212](#), expects all Executive Management (EM) employees to perform their duties and responsibilities in a manner that achieves the highest standards of quality and professionalism. Evaluations are a critical component of the continued employment, professional development, and equitable compensation of all EM employees. EM evaluations shall be conducted on an annual basis, for the period covering April 1st through March 31st of the following year, to provide feedback regarding the achievement of goals and objectives, expectations, accomplishments, and overall performance. The evaluation shall be consistent with criteria and procedures established by the President and the Appointing Authority, including specific metrics aligned to the University's strategic vision. The annual review shall also include the identification of goals and objectives to be accomplished in the coming year.

- Goals and objectives, which align with the strategic goals of the University and the associated campus or system level are proposed by all EM personnel by April of each year.
- The EM employee's supervisor reviews, collaborates, and reaches agreement with the employee on the goals and expectations for the April to March evaluation period.
- EM personnel are evaluated in accordance with established [EM Evaluation Performance Criteria and Categories](#).
- All EM employees provide written self-assessments to their respective supervisors regarding achievement of goals and objectives and other accomplishments for the evaluation year by April.
- OHR conducts a [360-degree Survey](#) in February/March for all EM personnel that are evaluated.
- For Chancellors, individuals from governance groups and/or operating units with whom they regularly interact are asked to provide written comments on the EM employee's performance by the end of March. For academic positions, such groups include the faculty senate, student government and Native Hawaiian councils.
- For 4-Year Chancellors, written comments are sent to the President.
- Upon receipt of all sources of feedback, the supervisor considers the EM employee's self-evaluation and 360-Degree Survey results and conducts a meeting with the EM employee to discuss their performance.
- The supervisor recommends a performance category rating to their respective 4-year Chancellors via the Vice Chancellors. The 4-year Chancellors compiles and reviews the ratings for submission to the President by May 1 of each year.
- The President conducts the final review and approval of all performance ratings. If the rating is unsatisfactory, the supervisor, in discussion with the Appointing Authority, shall take proper action.

Statement prepared by:

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