

PERFORMANCE REVIEW APPEAL PROCESS

PROCESS

1. Employee has tried to resolve the disagreement over Performance Review with their supervisor. The supervisor will keep the unit head/team leader apprised of the situation. If the disagreement cannot be resolved between the employee and supervisor, the next level of management may try to resolve the disagreement. If all parties cannot agree on a compromise, the employee will file an appeal.
2. An appeal must be submitted within 15 working days after the employee receives the final copy of his or her Performance Review including all signatures.
3. Employee fills out the appeal form, attaches any additional documentation relevant to the case and sends to Library Personnel and Procurement (LPP).
4. LPP notifies all parties who signed the Performance Review.
5. LPP makes copies of appeal documentation for the two library administrators, and two Performance Review Committee members who are not from the unit of the employee filing the appeal.
6. A meeting will be scheduled with two administrators appointed by the Dean, and two members of the Performance Review Committee.
 - a. Administrators are there to consider both sides of the appeal and make the final decision.
 - b. The Performance Review Committee members are present as advisors on the performance review standards and process.
7. Meetings are set with employee first and supervisor second. A library colleague may accompany the employee to the meetings.
8. The decision on the appeal is made by the two administrators appointed by the Dean. If the appeal is approved, a new Performance Review Summary form must be filled out, signed, and dated. The revised form will be sent to UTK Human Resources. The appeal form is kept only in LPP.
9. The Dean will send a formal letter and a copy of appeal documentation to the employee and the employee's supervisor regarding the outcome of the appeal."

RESOURCE LINKS

- [Performance Review Calendar for 2009](#)
- [Performance Review Standards](#)
- [Performance Review Summary \(PRS\) Form](#)
- [Performance Review Summary \(PRS\) Form](#) (Word Doc)
- [Goals and Objectives Form](#)
- [Goals and Objectives Form](#) (Word Doc)
- [Position Description Questionnaire \(PDQ\) Form](#) (Word Doc)
- [Performance Evaluation Checklist](#)
- [Performance Review Appeal Form with Instructions](#)

COMMITTEE MEMBERS

Gail Conner, Co-chair
Thura Mack, Co-chair
Kathleen Bailey
Jill Keally

Wes Knott
Linda Long
Hannah Powell
David Ratledge

Jayne Rogers
Carol Shaffer
Richie Sexton
Connie Steigenga

Employee Name

Last _____ First _____ M.I. _____

Personnel Number

PERFORMANCE REVIEW APPEAL FORM

Use this form only if you have tried to resolve the disagreement(s) with the next level of management.

1. Please explain why you are submitting this appeal. Include specific details about disagreements in Key Elements or comments within your performance review. (Attach a separate page if necessary)

2. Please explain how you have tried to settle your disagreement with the next level of management. (Attach a separate page if necessary)

3. Did you have a mid-year review?

Yes

No

If no, briefly explain why.

I have read and understand the appeal process and instructions.

Signed: _____ Date: _____

Employee Name	Personnel Number
Last _____ First _____ M.I. _____	_____

PERFORMANCE REVIEW APPEAL FORM

Employee Name _____

Personnel Number _____

Supervisor Name _____

APPEALS PANEL
Administrators _____

PRC Members _____

APPEAL MEETING DATES

Meeting with Employee _____

Meeting with Supervisor _____

Appeal: Approved Denied

Reason(s) [Required]:

Administrative Signatures _____

*This form is confidential and to be used by Library Personnel and Procurement (LPP) for documentation during the appeals process. The appeal form and other attached documentation is kept only in LPP.

If the appeal is approved by the panel, a revised Performance Review Summary form must be filled out, signed, and dated. The revised Performance Review form will be sent to UTK Human Resources.