

# Department of Communications and Agricultural Education

## 2024 Performance Appraisal Timeline

Performance appraisal documents can be accessed at:

<http://www.communications.k-state.edu/for-staff/appraisal-forms-and-procedures.html>

### **Friday, January 3, 2025**

Deadline for ALL faculty and staff members to turn in 2024 accomplishment documentation.

- **Faculty** members, both tenure- and nontenure-track, should complete and submit the [KSU Promotion and Tenure](#) form. Please include content only from calendar year 2024. This is not cumulative.
- **Unclassified staff** should complete and submit an electronic version of the [Unclassified Performance Appraisal](#) form to their evaluator/supervisor. This is generally the unit leader. **Unit leaders** should submit documentation to the department head (jdellis@ksu.edu) and business manager (agcomhr@ksu.edu).
- **University Support Staff (USS)** employees should document their accomplishments for 2024 using the [State of Kansas Performance Review Form](#) and submit to their supervisor. Please refer to last years completed performance review to help identify 2024 goals. Employees should work with their supervisor if there are questions about form completion.

### **Monday – Friday, January 6 – 24, 2025**

- Evaluators will complete their section(s) of the appraisal document and meet with the up-level manager (unit leader/department head) to discuss the appraisal in advance of meeting with the employee.
- Evaluators will meet individually with staff members to discuss 2024 accomplishments and clarify questions arising from submitted performance documentation.

### **Monday-Friday, January 13 – 31, 2025**

- Unit leaders will discuss their own progress and performance documentation for 2024 and 2025 goals.
- Completed 2024 appraisal forms should be sent as electronic attachments from the evaluator to the department business manager ([agcomhr@ksu.edu](mailto:agcomhr@ksu.edu)) for **electronic** signature routing.
  - **Note: ALL forms will be routed and signed electronically via Adobe Sign. Do not sign the documents prior to submitting them to the business manager.**
- Supervisors and employees will receive a copy of the fully signed document via Adobe Sign.
- Supervisors and staff members (unclassified professional and university support staff) should discuss/establish 2025 goals and document them [using new university performance review document\(s\)](#). Agreed-upon goals should be referenced and updated throughout the 2025 calendar year.

### **Monday, February 10, 2025**

- Completed and signed documents will be forwarded to the appropriate administrative office for final processing.

***Please follow University procedures and timelines for [2025 performance reviews](#).***