

Hello MSU Staff Members:

As you are aware MSU has had two groups of staff working on revamping our annual evaluation forms and process.

The first group was specifically charged with reviewing and recommending a new annual evaluation form for professional staff. This group is in the process of concluding and has done a very nice job in constructing a new evaluation form. The Taskforce members were:

- Megan Boone
- Darrell Smith
- Jessica Ferguson
- Lora Pace
- Richard Fletcher
- Charles Holloway
- Paula Black
- Russ Mast

The second group was specifically charged with reviewing and recommending a new annual evaluation form for all staff members not categorized as professional staff. This taskforce is also in the process of concluding and has equally done a very nice job in creating a new evaluation form. The Taskforce members were:

- Scott McGlone
- Rhonda Chapman
- Rhonda Ferguson
- Sharnetta Fritts
- Sherry Surmont
- Debbie Cooper
- Craig Dennis
- Kayla Cundiff
- Beth Patrick

Now that these two groups are coming to a close, Harold Nally from the Office of Human Resources will update our Staff Congress on the new evaluation formats, and then in early April will send directions out to our campus so we can conduct annual evaluations for staff using the new evaluation forms.

It is important to also note that we are returning to a pen and paper version of the evaluation. The forms will be located on the HR website, and supervisors can print them off and complete them in ink with evaluation comments and feedback. Our hope that is that the paper version will allow for more efficiency and complete evaluations.

It is important to point out that going forward we will all need to take great effort to make sure we conduct annual evaluations on all employees. This will be essential as we enter our preparations for our university reaccreditation process.

I want to thank the Taskforce members noted above and any other individuals who may have assisted in this process.

Thank you to our campus.

Jay Morgan
President