Guideline 642 - Probationary Evaluation of Library Staff

Staff appointed by the University to regular line-item "permanent" positions must serve a probation period immediately following their appointment. The length of the probation period is determined by the position’s employment group and classification level, and is clearly communicated to the newly appointed employee at time of hire and in initial orientation (see Library guideline 615).

During the probation period, the supervisor(s) holds and notes discussions at appropriate frequencies with the probationer to provide orientation, clarify goals and objectives, offer encouragement and instruction as needed, and provide constructive appraisals of performance.

A. Exempt (formerly Associate) Staff

Exempt staff serve a one year probation period.

The supervisor consults with the Director of the Library or designee concerning the probationer's progress and the Director or designee notifies the probationer of success or rejection on probation in accordance with the timetable and provisions established in the relevant USM BOR Policy (see BOR Policy VII-1.22, especially its provision for one year probationary period with 30 day notice in case of rejection). Appropriate follow-up actions (e.g. notice of separation if required) are effected in accord with USM timetables and other requirements. Due to USM timetables, probationary evaluations should be to the Library Administrative Offices five weeks prior to the end of the probationary period.

B. Non-Exempt (formerly Classified) Staff

Non-exempt staff are subject to probation for original appointments and for status-change appointments as provided in the relevant USM BOR Policies (see BOR Policy VII-1.21 especially its provisions for six months probationary period and 30 day notice in case of rejection). The term of probation is subject to extension for up to six (6) additional months.

During this time the supervisor(s) will consult with the relevant unit head(s) and Director of the Library concerning the probationer's progress. In accord with the timetable and other requirements established in the USM BOR Policies and as instructed by the UMBC Director of Human Resources, the supervisor will complete a written probation evaluation using the appropriate University forms to recommend successful completion, extension, or rejection of probation. The supervisor and employee discuss the evaluation and recommendation, and both sign and date the evaluation. The supervisor forwards the evaluation and recommendation to the Director of the Library.

The Director or designee reviews the evaluation and recommended action and approves by signature as appropriate. The Director or designee sends the original report to UMBC Director of Human Resources and routes copies to the supervisor, Library files and staff member. Appropriate follow-up actions (e.g. notice of separation if required) are effected in accord with USM timetables and other requirements. Due to USM timetables, probationary evaluations should be to the Library Administrative Offices five weeks prior to the end of the probationary period.

C. Library Faculty

Faculty appointments are governed by individual appointment contracts under the provisions of the relevant USM BOR Policy concerning faculty appointment, rank, and tenure, and in keeping with the form and timetable for permanent status review established within the UMBC Faculty Handbook.

References:
USM Board of Regents Policy VII-1.22 SEPARATION FOR REGULAR EXEMPT EMPLOYEES
USM Board of Regents Policy VII-1.21 PROBATION FOR NONEXEMPT EMPLOYEES
USM Board of Regents Policy II - 1.00 APPOINTMENT, RANK, AND TENURE OF FACULTY
Library guideline 615: “orientation”
C. Powell approval memo 5/24/91

guideline revised 2/7/91, 9/30/92
6/6/01 to reflect USM non-exempt and exempt pay plans, and faculty status
4/14/08: edited with deadlines added LW