

Annual Evaluation

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All researchers should have at least one annual evaluation where performance during the prior year is discussed with Centro Director and/or the Director of the Research Unit. Researchers with less than one -year appointments or HEO appointments without the Certificate of Continued Employment (“13.3b”) would meet with Centro Director and/or the Director of the Research Unit at least two times during the year. The main goal of the annual evaluation is to assess researchers’ contributions to Centro’s mission. The annual or bi-annual evaluation is also the foundation for salary increases, promotions, contract renewals, and CCE status. After a private discussion with the Centro Director and Research Director, where the key elements of the evaluation will be are presented, the researcher will receive a letter summarizing the supervisor’s evaluation. This letter becomes part of the researcher’s permanent personnel record. The researcher will sign a copy of the letter indicating that he or she received and read it.

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