

PERFORMANCE EVALUATION
UUP Professional Employees

Employee's Name:	Kevin Broadus		
Department:	Athletic Department		
Evaluation Period:	From Date:	4/2009	To Date: 4/2010
Campus Title:	HEAD MEN'S BASKETBALL COACH		
Budget Title:	DIVISION I HEAD COACH (RP)	Grade Level:	SL-6
Initial Appointment Date:	4/07	Appointment Date to Current Title	4/07
Immediate Supervisor & Title:	JOEL THIRER, HPEA DIRECTOR (THROUGH 9/30/09), AND JIM NORRIS, INTERIM ATHLETIC DIRECTOR (SINCE 10/1/09)		

A. Procedural Steps in the Evaluation Process

The PERFORMANCE EVALUATION provides a basis for performance improvement, the reevaluation of job functions, and career growth. The evaluation assists those making decisions about discretionary increases, promotion, renewal, and permanent appointment.

1. **Encourage Self-Evaluation** - Notify the staff member that the evaluation is due and that a self-evaluation form may be completed voluntarily and submitted to the supervisor prior to completion of the preliminary evaluation. The form may be attached to the final evaluation and can be found at [http://www.binghamton.edu/humanresources/evaluation/evaluation.htm](#). Often a self-evaluation serves as an important step for the staff member to reflect on their accomplishments and challenges faced over the evaluation year of which the supervisor may or may not be aware.
2. **Secondary Sources** - While not required, it is strongly recommended that secondary sources be consulted.
3. **Prepare a Preliminary Evaluation and New Performance Program** - Include the items identified in B below in the evaluation. Evaluate the range of performance from commendable to areas in need of improvement. Assign an overall rating of either Satisfactory or Unsatisfactory. Issue a new performance program for the next evaluation period.
4. **Meet with the Employee** - Discuss the preliminary evaluation. Review the extent to which secondary sources influenced the evaluation. If a rating of unsatisfactory has been assigned, the basis for this characterization shall also be part of the discussion. The new performance program shall also be discussed with the staff member, but the supervisor has final authority with regard to what is included.
5. **Prepare the Final Evaluation Report** - After considering the staff member's feedback, prepare the final evaluation and new performance program.
6. **Distribute the completed documents** - Submit the final evaluation and new performance program in confidential envelopes as follows:
Signed Original Form: Office of Human Resources
Copies: Employee, Supervisor, Second-line Supervisor.

B. Instructions for the Evaluation Form

1. Duties and Responsibilities: The evaluation must be based on the duties, objectives, and criteria established in the performance program. The supervisor determines criteria for evaluation. The following are suggested in Appendix A-28 of the UUP Agreement, but others may be substituted or included.

- a) **Effectiveness in Performance:** As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationships with colleagues. If the staff member is a supervisor, include whether they have completed performance programs and evaluations for their staff in a timely manner.

Comments:

- b) **Mastery of Specialization:** As demonstrated, for example, by degrees, licenses, honors, awards, presentations at conferences and meetings, offices held in professional organizations, publications, and professional reputation in their field.

Comments:

- c) **Professional Ability:** As demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas; i.e., development or refinement of programs, methods, procedures, or apparatus.

Comments:

- d) **Effectiveness in University Service:** As demonstrated, for example, by public service, committee work and involvement in university-related student or community activities.

Comments:

- e) **Continued Growth:** As demonstrated, for example, by continuing education, participation in professional organizations, completion of professional training programs, or research.

Comments:

- f) **Additional criteria, if applicable:**

Comments:

2. Areas for Growth and/or Improvement:

Include specific suggestions regarding opportunities for professional growth and/or strategies for improving performance, such as attendance at a specific training program, etc.

Comments:

3. Summary Statement From Secondary Sources:

Feedback should be summarized without specific reference to the source.

Comments:

4. Overall Performance:

According to the contract language you must check either **Satisfactory** or **Unsatisfactory**. If Satisfactory, indicate level of satisfaction.

Satisfactory

Unsatisfactory

Optional:

Meets Expectations

Exceeds Expectations

Comments:

Please see attached comments from Jim Norris pertaining to Kevin's Performance Program dated 10/20/09, and please see attached comments from Joel Thirer pertaining to Kevin's Performance Program dated 8/3/09.

5. Employee Self-Evaluation Attached?

Yes

No

Comments:

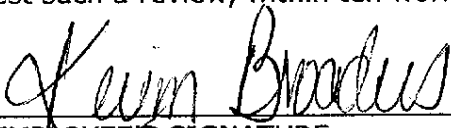
Kevin was encouraged to self evaluate in an e-mail message dated 4/21/10 but declined to do so.

I Kevin L. Brocius am submitting the E-mails between Mr. Norris and I, explaining the 3 reasons for not submitting a self-evaluation. *KL*

6. Performance Program for Next Evaluation Cycle Attached?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Comments: <p style="text-align: center;">Kevin will be provided with an updated performance program within the next two weeks.</p>

I have received and discussed my performance program and this document with my supervisor. My signature does not represent agreement or disagreement with the evaluation.

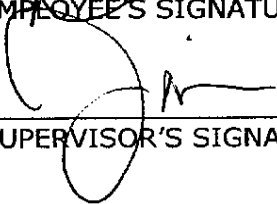
If I wish to comment, I have appended a written, dated, and signed statement. I understand that I have a right to a review of this evaluation by the Committee on Professional Evaluation if my performance has been characterized as "unsatisfactory" and that I must inform, in writing, my immediate supervisor, the chair of the Committee on Professional Evaluation, and the College President or designee, of my intention to request such a review, within ten working days of receipt of this document.



EMPLOYEE'S SIGNATURE

4-28-10

DATE



SUPERVISOR'S SIGNATURE

4-28-10

DATE

DISTRIBUTION:

Originating office must distribute, in confidential envelopes, as follows:

Original Signed Copy Office of Human Resources

Copies Employee
 Supervisor
 Second-line Supervisor

**KEVIN BROADUS ANNUAL EMPLOYEE EVALUATION
SUBMITTED BY JIM NORRIS**

DUTIES AND RESPONSIBILITIES:

PROVIDE CONSULTATION TO ATHLETIC DEPARTMENT AND MEN'S BASKETBALL PROGRAM AS NEEDED AND PERFORM OTHER ATHLETICS RELATED DUTIES AS ASSIGNED

KEVIN PERFORMED THE ABOVE DUTIES IN A SATISFACTORY MANNER. HE ACTIVELY PARTICIPATED IN THE DEVELOPMENT OF THE BASKETBALL OPERATIONS PLAN AND SUBMITTED FEEDBACK AND MATERIALS IN A TIMELY MANNER. ADDITIONALLY, KEVIN MET PERIODICALLY WITH ME TO DISCUSS THE FUTURE OF OUR MEN'S BASKETBALL PROGRAM AND SPECIFICALLY SUCH ITEMS AS SCHEDULING AND BUDGETING.

SHORT TERM OBJECTIVES:

PROVIDE SUPPORT TO UPCOMING AUDIT OF MEN'S BASKETBALL PROGRAM IN TERMS OF PROVIDING INFORMATION, MEETING WITH INDIVIDUALS AND COOPERATING WITH ANY INQUIRIES

KEVIN PERFORMED THE ABOVE SHORT TERM OBJECTIVES IN A SATISFACTORY MANNER.

EVALUATIVE COMMENTS FOR KEVIN BROADUS PROVIDED BY JOEL THIRER 4/21/10

"Kevin came off of the most successful season in school history, after which his contract was extended. He operated within the parameters of his budget allocation. He put together a competitive schedule for the 2009-10 season. He successfully recruited competitive student-athletes who would, under normal circumstances, have allowed Binghamton to remain among the top programs in the America East Conference. Four of his team members graduated (Jaan Montgomery, Reggie Fuller, Duane Jackson and Sean Watson). At the conclusion of summer semester, the returning players had a good overall composite grade point average (2.55, I think). He was committed to the young men in his charge attaining an education to prepare them for their future lives, and to seeing them graduate. Kevin was easy to work with and did everything he was asked to do. He dealt with behavioral issues appropriately, and took proportionate punitive action when warranted."

Broadus, Kevin

From: Broadus, Kevin
Sent: Thursday, April 22, 2010 10:28 AM
To: Norris, Jim
Cc: Schultz, Joe
Subject: RE: ANNUAL EMPLOYEE EVALUATION

Jim,

Thank you for the invitation in the opportunity for a self-evaluation. Given that this is not mandatory coupled with the comments about me and my performance in the SUNY submission to the EEO complaint that I received last night and due to the present employment actions/status, on the advice of my attorney I respectfully decline the opportunity for a self-evaluation. I will, however, like to meet with you in person regarding my annual employee evaluation. As I indicated previously, I cannot do this until Wednesday morning of next week. I assume that is acceptable,

-----Original Message-----

Thank you, Kevin
From: Norris, Jim
Sent: Wed 4/21/2010 5:21 PM
To: Broadus, Kevin
Cc: Schultz, Joe
Subject: ANNUAL EMPLOYEE EVALUATION

4/21/10

Kevin,

I hope all is going well for you.

The purpose of this message is to inform you that I'm going to be asking Geri Harris to schedule a time for us to meet (sometime this Monday afternoon) to review your annual employee evaluation. Meantime, I'm writing to you to offer you a chance to do a self-evaluation prior to our meeting and submit that to me by this Friday at 5pm.

Thanks Kevin.

JN

Jim Norris, Interim Athletic Director

Binghamton University

Broadus, Kevin

From: Norris, Jim
Sent: Wednesday, April 21, 2010 5:22 PM
To: Broadus, Kevin
Cc: Schultz, Joe
Subject: ANNUAL EMPLOYEE EVALUATION

4/21/10

Kevin,

I hope all is going well for you.

The purpose of this message is to inform you that I'm going to be asking Geri Harris to schedule a time for us to meet (sometime this Monday afternoon) to review your annual employee evaluation. Meantime, I'm writing to you to offer you a chance to do a self-evaluation prior to our meeting and submit that to me by this Friday at 5pm.

Thanks Kevin.

JN

Jim Norris, Interim Athletic Director
Binghamton University
PO Box 6000, EC 205C
Binghamton, NY 13902-6000
607-777-2043
607-777-6034 (FAX)