Morgan State University Performance Planning & Evaluation Program

Probationary Evaluation Form To be completed for probationary employees ONLY Please see reverse side for Appeal Instructions

Employee Name:		9	Supervisor:	
Probati	ion Period: From:	То:		
Appoin	tment Date:	Proba	ntion Period Due to Expire:	
☐ Original Probation Period		□ F	Extended Probation Period	
<u>Proba</u>	tionary Status:			
□ a. □ b. □ c.	Promotional probationary employee	torily co		another probation
Recon	nmended Action on Probationary St	tatus:		
□ 1.	Employee passed probation.			
□ 2.	Satisfactory completion of probation Barly completion of probation: (Submit this report to the Office of Hur		(date).	
□ ₃ .	Rejection on probation effective (Submit this report to the Office of Hur rejection in Section 5. Inform the emp MSU procedures.)		•	
□ 4.	Extension of probation to (Submit this report to the Office of Hur	man Re	esources. (date).	
□ 5.	5. Basis for Rejection/Extension OR Completion of Probation:			
EMPLOYEE CERTIFICATION: I hereby certify that I have personally reviewed this report, and understand that my signature does not imply agreement or disagreement.		SUPERVISOR CERTIFICATION: I hereby certify that this report constitutes my best judgment of the performance of this employee, and is based on personal observation and knowledge of his/her work.		
Employ	vee's Signature	Date	Rater's Signature	Date
Rater's	Supervisor's Signature	Date	Director/Dean	Date
Area Vi	ice President/Appointing Authority I	Date	President/Designee	Date

Appeal Instructions

If a classified employee is on probation and, during the probationary period is rejected, the employee may appeal by filing a written request for a hearing with the Director of Human Resources within five (5) working days of receiving notice of the rejection. The written request for an appeal hearing shall state the issues of fact and law that the employee believes would warrant a rescission of the rejection, limited to allegations that the rejection was:

- 1. procedurally defective and the procedural defect was material;
- 2. illegal; or
- 3. unconstitutional.

The President (or designee) may review the record and/or confer with the employee.

President's determination (based upon the President's review or upon the recommendation of the President's designee) may be to:

- 1. uphold the rejection; or
- 2. rescind or modify the action taken.

The President shall issue a written decision to the appealing employee. The decision of the President is the final administrative decision.