K. Performance Management and Support for ASEs

Per the WSU/UAW Contract (Article 11.4), each ASE is to receive a job description at least two weeks before the commencement beginning of the appointment term. In the case of an ASE whose job description is not expected to change for at least a year, the documentation may be provided once at the beginning of the appointment and thereafter when duties change. The department is responsible for ensuring the ASE receives regular evaluations of their progress in fulfilling the assistantship responsibilities based on the job description. As with all employees, ASEs require clear performance expectations.

Mentoring and Performance Expectations
The first step is to mentor the ASE and ensure they have the knowledge and resources necessary to perform their job effectively. If performance expectations are not met despite initial mentoring efforts, the department should take the following steps:

- Communicate performance expectations and deficiencies (e.g., arriving at office hours on time, timely grading, meeting research deadlines, requesting time off according to guidelines) to the ASE, along with a timeline and plan for improvement.
- Schedule a meeting with the ASE to identify the disconnect between expectations and performance. Develop a written performance support plan that includes the following:
  - Areas for improvement based on the job description
  - Clear and measurable goals for improvement in each identified area
  - A timeline for achieving these goals, including regular milestone check-ins
  - Available resources and support to help the ASE meet expectations
  - Potential consequences if performance does not improve within the identified timeframe
- The performance support plan should be developed collaboratively between the ASE and their supervisor, with both parties acknowledging their understanding and commitment to the process. At this stage, it is recommended that the supervisor distribute the plan to the ASE and the department chair or director.
- Supervisors should provide ongoing feedback and support throughout the plan, with regular check-ins to assess progress and make necessary adjustments.
- No further action is needed if the ASE successfully completes the plan.
- If the ASE does not meet the expectations outlined in the plan and the department believes formal disciplinary action is required, contact Labor Relations to discuss the next steps, including the possibility of terminating the assistantship. In such cases, the department should refer to the assistantship appeals process.