



# University Life Professional Development

## February 2025 Newsletter

Hello University Life!

George Mason continues to enhance our performance management practices, reinforcing a culture of continuous feedback, engagement, and development. As we have entered the final quarter of the performance cycle, it's time to prepare for the annual performance evaluation process.

The self-evaluation period opens on **February 17, 2025**, giving employees and supervisors ample time to complete the process before the **April 30, 2025** deadline. All A/P faculty and Classified staff hired before **December 31, 2024** should participate as well as supervisors and indirect managers (assigned reviewers/proxies) of the aforementioned groups.

Here are a few highlights on the Performance Evaluation Process:

1. **Self-Evaluations**: Now open! Access through MasonLeaps. Due: March 2

- Performance Evaluation Timeline can be found [here](#)

2. **Updated Rating Scale**: The following enhancements include...

- ***High-Performing*** rating is now included between Successful and Outstanding.

- ***Developing*** rating is reverting to ***Developing / Fair*** and will identify: Engaged performance that is moving toward demonstrating all required skills and abilities to become *Successful* ***OR*** employees who are now underperforming or not fully engaged in their work, which requires supervisory intervention.

3. **Resources**: GMU HR has variety of resources to provide guidance and support to employees and supervisors. Visit [Performance Evaluation Annual Guidance website](#) and [Performance](#)

[Evaluation Resources website](#) (NOTE: VPN required to access) to explore all available resources.

- Note: UL Learning & Development Committee is hosting a focus co-working session to create a space where participants can refine their self-evaluation documents and develop professional goals. (For more information, on this session, please see the flyer below).

From,

The UL Professional Development Team



**UNIVERSITY LIFE**  
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## UL CO-WORKING SESSION: SELF-EVALUATION & GOAL DEVELOPMENT

This collaborative session will provide space for participants to engage with peers and facilitators, ask questions, and refine their self-evaluation documents.

This session will encourage action planning and accountability for participants as they work toward their career goals.



 Friday @ 11am  
Feb 28, 2025

**Join Us On Zoom**  
**No Registration Required!**

 <https://gmu.zoom.us/j/91426112825>

**Sponsored by UL Learning & Development Committee**

Join us on Zoom!

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# UL Pro Dev is looking for Feedback!

We'd love your feedback on the UL Pro Dev Newsletter! Take less than 10 minutes to fill out this form and let us know your thoughts by either clicking this link: <https://forms.office.com/r/QLfL3vk7v4> or by scanning the QR code below.



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## Save the Date! Manager Meetups!



**Forward Thinking as a Supervisor: Strategies for success + managing staff evaluations**

*Thursday, February 27, 2025 2:00PM-3:00PM*

**Navigating Age Difference in the Workplace**

*Thursday, March 13th, 2025 from 2:00pm-3:00pm*

**Sharing Your Team's Success: Storytelling strategies & practices**

*Thursday, April 17th, 2025 from 2:00pm-3:00pm*

**Manager Meetup**

Join the Supervision Collection for our monthly Manager Meetups! Sessions focus on various topics impacting supervisors and are interaction based between participants. All are welcomed in this space. You do not need to be a supervisor to attend!

*Register Now*

SCAN HERE



<https://bit.ly/ManagerMeetupSpring2025>

**Productivity Power Hour!**

# JOIN UL FOR A PRODUCTIVITY POWER HOUR!

## GET IT DONE !

**Are you tired of struggling to get work done?**

Join us once a month for the UL Virtual Productivity Power Hour! These sessions serve as a friendly environment to help you get your work done efficiently and effectively.

**Bring your work, projects, reports, etc. to our Productivity Power Hour Virtual Session!**

UL Professional Development will have some resources and lots of support to help you advance your priorities! - Drop in at any time!

Meet with us once a  
month on Fridays at 1pm!



**REGISTER AT:**

[HTTPS://VIRTUAL-PRODUCTIVITY-  
POWER-HOUR.EVENTBRITE.COM](https://virtual-productivity-power-hour.eventbrite.com)



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Register Here

## Spring 2025 Tech Tips Series



# UL TECH TIPS

Discover the Ultimate Potential of Microsoft Apps in Our One-Hour Workshops!

## SPRING 2025

**FEB 13**  
Conducting Effective Virtual Meetings  
11:00AM - 12:00PM

**MAR 6**  
What you might not know about MS Teams  
1:00PM - 2:00PM

**APR 10**  
Exploring MS Loop Components  
11:00AM - 12:00PM



**MAY 1**  
Project Management  
1:00PM - 2:00PM

REGISTER NOW >

Visit the Eventbrite collection here:  
<https://www.eventbrite.com/cc/ul-tech-tips-spring-2025-3063869>

ORGANIZED BY UNIVERSITY LIFE PROFESSIONAL DEVELOPMENT

Register Here!

## UL Professional Development Consultation Services

University Life's Professional Development team is here to support you with customized consultations designed to meet your unique needs. Whether you're planning a team retreat, developing a training program, or seeking individual career coaching, we offer a range of services to help you achieve your goals.

Complete the intake form and let the adventure begin!



# UNIVERSITY LIFE PROFESSIONAL DEVELOPMENT CONSULTATION

## Tailored Support for You and Your Team's Professional Development Journey

The University Life Professional Development team is here to help with everything from team retreats to individual coaching.

Complete our intake form to schedule an initial meeting. We'll help design a plan to support you and your team's unique goals and growth needs.

[forms.office.com/r/d3EJJZVQcz](https://forms.office.com/r/d3EJJZVQcz)



### CONSULTATION SERVICES INCLUDE



Retreat Development  
for Unit/Team



Customized Team  
Training and  
Workshops



Program Design



Graduate Professional  
Assistantship  
Development



Thought  
Partnership/Brainstorming

### CONTACT:

✉ [ulprodev@gmu.edu](mailto:ulprodev@gmu.edu)

🌐 [ulprofdev.gmu.edu](http://ulprofdev.gmu.edu)



Consultation Services Intake Form

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## Visit the UL Professional Development calendar for more events listing and updates.

<https://ulprofdev.gmu.edu/calendar/>

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# Check Out These Upcoming Events!

# LET'S GET TOGETHER

## ULIFE CONNECTS 2024-2025

**save the date!**

**Dec 4th:** Breakfast at Southside (8am-10am)  
**Dec 12th:** UL Scarf Fest (11am-1pm)  
**Feb 5th:** Homecoming Day of Service (10am-4pm)  
**Mar 25th:** March Gardeness (10:30am-12:00pm)  
**Apr 2nd:** UL Walk and BYO Lunch (11:30am-1:00pm)  
**May:** UL Pickleball Fun (TBD)



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## 2025 UL Student Success Symposium

# Connect. Innovate. Engage.

**SAVE THE DATE: June 3-4, 2025**



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Let's Get Connected!



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