

33.99.03.H0.01 Performance Review for Nonfaculty Employees



Approved: August 2011
Revised: February 2014
Next Scheduled Review: February 2019

Procedure Statement

Performance Reviews are a method for the University to determine the activities of each non-faculty employee in a timely fashion such that during a collaborative effort both supervisor and employee can document the performance of the employee. As a result of that collaborative effort, a determined plan of development can be created in alignment of the university's strategic plan and to enhance the employee's talents in a constructive manner toward the overall goal of employee and university effectiveness.

Reason for Procedure

This procedure establishes uniform guidelines for nonfaculty performance reviews.

Procedures and Responsibilities

1. GENERAL

Each year supervisors will adopt unit goals that are consistent with institutional goals. In conjunction with unit goals, supervisors will identify individual performance objectives with their employees in addition to the employee's development and training needs. An employee's job performance is to be reviewed based on criteria that are directly referenced in the job description and established objectives.

2. FOUR-MONTH REVIEWS

- 2.1 The job performance of newly hired, promoted, transferred, and reclassified employees (excluding faculty, graduate assistants, student workers, and temporary employees) shall be assessed by the supervisor during the fourth month following assignment to the new job.
- 2.2 The Office of Human Resources will notify supervisors via email that a four-month review must be completed during the fourth month in the position.

3. ANNUAL REVIEWS

- 3.1 All employees (excluding faculty, graduate assistants, student workers, and temporary employees) shall be reviewed each year. For monitoring purposes, the Office of Human Resources will maintain a record of all active employees,

excluding faculty, graduate assistants, temporary employees, and student workers, that includes the following fields:

- a. Employee name
- b. Employee title
- c. Department
- d. Reviewing supervisor
- e. Notification date(email sent to supervisor)
- f. Reminder date (email sent to supervisor)
- g. Review due date
- h. Review received date

4. RESPONSIBILITY

4.1 Supervisors

- a. Prior to employee performance reviews, supervisors are required to complete the "*Managing Employee Performance*" training course in TrainTraq, course number: 1003.
- b. Supervisors will provide periodic feedback regarding the employee's success in meeting performance expectations during the course of the year.
- c. The job description details the essential functions of the position and will be reviewed with the employee at the time of the performance review. Any updates or changes should be annotated and submitted to the Director of Human Resources for review. If no changes are required both the supervisor and employee will sign the job description.
- d. A professional development plan shall be established for each employee based on the ratings of the performance factors as noted on the performance review. This is accomplished by setting goals and objectives for the next year based on the Unit Plan. Goals and objectives are required for annual reviews and should be limited to no more than four. A goal is a general statement that indicates what needs to be accomplished. An objective describes actions and tells how the goal is going to be accomplished. Objectives should be measureable over time.
- e. The supervisor and employee will review the job description, and assess the employee's performance against previously set goals, objectives, and job descriptions. They will mutually agree to new goals and objectives for the upcoming year.
- f. When delivering feedback during the performance review session, the supervisor will ensure it is a conversation and that the employee has ample opportunity to provide input or ask questions. Although this is an annual meeting, performance feedback during this session should never be a surprise. Supervisors should always provide feedback throughout the year and the meeting should be a recap of feedback already discussed.
- g. There are no appeal rights for a performance review. Should the employee not agree with the performance review, a written statement may be submitted. The employee has five (5) days from the date when the review is complete to submit the statement to the supervisor for inclusion in the personnel file.

- h. Any extensions to the due dates will be made in writing to the Division Vice President, who will in turn, provide Human Resources with an explanation as to the delay. Failure to meet applicable deadlines will result in a discussion with the appropriate Vice President or the President regarding the outstanding performance reviews.

4.2 Human Resources

- a. Will provide support to the supervisors and employees regarding the review process.
- b. Will notify supervisors of due dates and maintain tracking information to ensure all reviews are completed on time.
- c. Will present to the appropriate Vice President or to the President if a direct report, a list of those supervisors who are delinquent in their review completions.

Related Statutes, Policies, or Requirements

[System Regulation 33.99.03, *Performance Evaluations for Nonfaculty Employees*](#)

Contact Office

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