



## **HRM 60.503: Performance Appraisals**

### **PURPOSE**

To define the policy and procedures for written staff performance appraisals.

### **POLICY**

All employees of the University who are in executive, administrative, professional, or support staff positions shall have their performance appraised annually, in writing, by their immediate supervisor. Completed signed forms must be sent to the Department of Human Resources Management for inclusion in the employee's human resources file prior to the preparation of the budget for the upcoming fiscal year.

### **PROCEDURE**

The annual appraisal should cover the period from last appraisal or date of employment to date of appraisal.

Supervisors below the department head level file the completed appraisal forms with the department head for review. The department head's immediate supervisor will determine if additional review is needed.

Copies of the completed appraisal forms should be kept on file for a minimum of three years by department heads for their use as needed in making human resources management decisions.

Copies of the completed appraisal forms are to be distributed as follows:

- Original to the Department of Human Resources Management,
- Copy retained by the department,
- Copy to employee being appraised.

### **RELATED POLICIES**

AOP 10.02-Academic Administrators and Directors

AOP 13.15 - Evaluation of Teaching Performance

### **REVIEW**

This policy and procedures will be reviewed by the Chief Human Resources Officer at least every four years.

Recommended by:

/s/ Judy A. Spencer  
Chief Human Resources Officer

05/26/2015  
Date

/s/ Jerome A. Gilbert  
Provost and Executive Vice President

05/29/2015  
Date

Reviewed by:

/s/ Timothy N. Chamblee  
Assistant Vice President & Director  
Institutional Research and Effectiveness

06/25/2015  
Date

/s/ Joan Lucas  
General Counsel

06/22/2015  
Date

APPROVED:

/s/ Mark Keenum  
President

07/08/2015  
Date