



HRM 60.503: PERFORMANCE APPRAISALS

PURPOSE

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

POLICY

All University employees in executive, administrative, professional, or support staff positions shall have a written performance appraisal form completed annually by their immediate supervisor. Completed and 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 written performance appraisal should cover the one-year period following the date of the prior year's appraisal or the period from the start date of employment to the current appraisal date.

Each department head should review the signed performance appraisal forms completed by supervisors under their leadership. The need for additional review will be determined by the department head's immediate supervisor.

Department heads should maintain a copy of completed and signed written performance appraisal forms for a minimum of three years, for reference as needed in determining human resources management decisions.

The completed and signed written performance appraisal forms should 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

The Chief Human Resources Officer is responsible for review of this policy as needed but not less frequently than every four years.

REVIEWED BY:

/s/ Leslie Corey
Chief Human Resources Officer

5/24/21
Date

/s/ David Shaw
Provost and Executive Vice President

5/24/21
Date

/s/ Tracey Baham
Director, Institutional Research & Effectiveness

5/24/21
Date

/s/ Joan Lucas
General Counsel

5/24/21
Date

APPROVED BY:

/s/ Mark E. Keenum
President

5/24/21
Date