



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 procedure will be reviewed by the Chief Human Resources Officer at least every four years.

REVIEWED BY:

<u>/s/ Jason Hernandez</u>	<u>08/03/2026</u>
Chief Human Resources Officer	Date

<u>/s/ David Shaw</u>	<u>08/10/2026</u>
Provost & Executive Vice President	Date

<u>/s/ Tracey N. Baham</u>	<u>08/07/2026</u>
Associate Vice President, Institutional Strategy & Effectiveness	Date

<u>/s/ Joan Lucas</u>	<u>08/10/2026</u>
General Counsel	Date

APPROVED BY:

<u>/s/ Mark E. Keenum</u>	<u>08/24/2026</u>
President	Date