PERFORMANCE EVALUATION FOR STAFF AND ADMINISTRATORS

University Procedure 33.99.03.C1.01—Approved December 13, 2004, Revised November 15, 2010, Revised December 19, 2011
Supplements System Regulation 33.99.03 and University Rule 33.99.03.C1

1. GENERAL

Texas A&M University-Corpus Christi considers the management of employee performance to be an ongoing process that consists of performance planning, goal setting, employee development, regular feedback and the performance interview. Texas A&M University - Corpus Christi recognizes performance management as an essential function that supports several major objectives:

- To promote the establishment of performance expectations and goals that are consistent with institutional goals and objectives;
- To formally communicate with employees regarding performance;
- To develop maximum performance potential of employees;
- To acknowledge employees for job accomplishments.

Texas A&M University - Corpus Christi supervisors will fairly evaluate an employee's job performance without regard to race, color, sex, religion, national origin, age, disability or veteran status.

Each year supervisors will adopt unit goals that are consistent with institutional goals. In conjunction with unit goals, supervisors will identify individual performance goals for employees and employee development and training needs. An employee's job performance is to be evaluated based on criteria that are directly related to the identified job responsibilities and established goals.

2. INFORMATION SPECIFIC TO NEW EMPLOYEES

2.1 Within the first two weeks of employment, a supervisor will provide the new employee with a position description and communicate performance expectations.

2.2 Supervisors will provide periodic feedback regarding the employee’s success in meeting performance expectations. Before the end of the fourth month of the new employee's employment, the employee's success in meeting performance expectations should be reviewed by the supervisor and discussed with the employee.

2.3 Human Resources will notify supervisors via email that a new hire review must be completed before the end of the fourth month of employment.

3. ANNUAL PERFORMANCE INTERVIEWS
3.1 Supervisors are required to conduct an annual performance review. The deadline for annual reviews is established each year and communicated to supervisors and administrators each spring.

3.2 Supervisors should refer to System Regulation 33.99.03, Performance Evaluations for Nonfaculty Employees, for additional guidelines on performance evaluations.

3.3 Supervisors are strongly encouraged to take the TAMUS on-line course on performance management or attend campus performance management training programs.

4. REVIEW PROCESS

4.1 As part of the performance evaluation process, System Regulation 33.99.03 requires the supervisor and employee to review the essential functions of the position description and the Fair Labor Standards Act exempt/non-exempt status. The employee and supervisor will review the on-line position description and submit any changes via the on-line system.

4.2 Approved performance evaluation forms are available from the Human Resources Office. Only performance evaluation tools approved by Human Resources are to be used to evaluate employees. Both the employee and the supervisor should sign the performance evaluation form. The employee signature is not an indication of agreement with the supervisor's evaluation. However, if an employee refuses to sign, a witness should be brought in to sign as an indication that the employee received a copy of the evaluation. A copy must be provided to the employee.

4.3 Review and sign off by the second level supervisor is optional based on department and/or division requirements. If any changes are made by the second-level supervisor after the employee has signed the review, the employee and the immediate supervisor must be called in to review, initial, and date the revisions. The updated copy must be provided to the employee and the immediate supervisor. Each employee's completed form must be kept in the employee's official personnel file, located in Human Resources, or other appropriate file(s) as designated by the appropriate Vice President or the President.

4.4 An employee who does not agree with the final performance evaluation may provide a written statement to the immediate supervisor. The written statement will be attached and filed along with the evaluation form. The immediate supervisor must provide a copy of the written statement to the second level supervisor.

4.5 The University recognizes that there are many different approaches to performance management. Supervisors may choose to incorporate peer reviews and/or reviews by employees reporting to an administrator. Efforts should be made to respect and protect the confidentiality of the feedback responses provided by participants.

5. EMPLOYEE APPEAL

An employee has the right to file a complaint regarding the performance evaluation as stipulated in System Regulation 32.01.02 and University Procedure 32.01.01.C1.01.
6. RESPONSIBILITY AND REVIEW

All employees will be evaluated annually. Human Resources will be responsible for collecting information on the evaluation process and will prepare an annual report each December for President’s Cabinet. The report will identify departments that have not submitted required reviews. Performance reviews of supervisors will document non-compliance with this procedure.

Contact for Interpretation: Director of Human Resources
Responsible University Official: Executive Vice President for Finance and Administration