

33.99.03.C0.01 Performance Management for Staff and Administrators



Approved: October 28, 2002
Revised: November 15, 2010
Revised: December 19, 2011
Revised: March 6, 2017
Next Scheduled Review: March 6, 2022

Procedure Statement

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, and regular feedback

Reason for Procedure

This procedure outlines the annual performance review process for non-faculty employees at Texas A&M University-Corpus Christi.

Procedures and Responsibilities

1. GENERAL

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, sexual orientation, gender identity, religion, national origin, age, disability, genetic information, or protected 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. ANNUAL PERFORMANCE REVIEW

- 2.1. 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.
- 2.2. Supervisors should refer to System Regulation 33.99.03, *Performance Evaluations for Nonfaculty Employees*, for additional guidelines on performance evaluations.
- 2.3. Supervisors are strongly encouraged to take the system online course on performance management or attend campus performance management training programs.

3. REVIEW PROCESS

- 3.1. As part of the performance evaluation process, System Regulation 33.99.03, *Performance Evaluations for Nonfaculty Employees*, 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 online position description and submit any changes via the online system.
- 3.2. Approved performance evaluation forms are available at the Human Resources office and on its [website](#). Only performance evaluation tools approved by Human Resources are to be used to evaluate employees. Both the employee and the supervisor should acknowledge or sign the performance evaluation form. The employee acknowledgment/signature is not an indication of agreement with the supervisor's evaluation. However, if an employee refuses to acknowledge/sign, a witness should be brought in to acknowledge/sign as an indication that the employee received a copy of the evaluation. A copy must be made available to the employee.
- 3.3. 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 acknowledged/signed the review, the employee and the immediate supervisor must 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 retained by Human Resources, or other appropriate office as designated by the appropriate Vice President or the President, in accordance with the system retention schedule.
- 3.4. An employee who does not agree with the final performance evaluation may respond as outlined in Section 4 below.
- 3.5. 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.

4. EMPLOYEE RESPONSE PROCESS

- 4.1. If an employee is dissatisfied, the employee should first discuss their concerns with their immediate supervisor. The employee can also provide their immediate supervisor a written response to their annual evaluation. The written statement will be attached and filed along with the evaluation form.
- 4.2. If an employee still disagrees with their evaluation, then the employee should present their concerns to the second-level supervisor. The second-level supervisor will reach a decision as soon as possible, but not later than ten (10) working days from the date the concern was presented. If the second-level supervisor is the department head (non-academic unit) or Dean (college), 4.2 is not applicable and the next step is described in 4.3.
- 4.3. In the event that a satisfactory resolution is not reached, the employee may bring the concern to the department head (non-academic unit) or Dean (college). The department head/Dean will reach a decision as soon as possible, but not later than ten (10) working days from the date the concern was presented. The department head's/Dean's decision will be final.

Related Statutes, Policies or Requirements

System Regulation [33.99.03, *Performance Evaluations for Nonfaculty Employees*](#)
University Procedure [33.99.03.C0.02, *Performance Reviews of Academic Administrators*](#)

Contact Office

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