

Texas A&M University-San Antonio

33.99.03.00.01 Performance Evaluations for Non-faculty Employees

Approved: November 16, 2009

Revised: December, 2011

Revised: January, 2014

Revised: October, 2015

Next Scheduled Review: October, 2020

Procedure Statement

In accordance with Texas A&M University System (System) Regulation [33.99.03 Performance Evaluations for Non- faculty Employees](#), Texas A&M University-San Antonio (A&M-San Antonio) has established this procedure to ensure a uniform performance evaluation process for all non-faculty (Staff) employees of A&M-San Antonio, excluding those positions which require student-status and temporary employees.

Reason for Procedure

A&M-San Antonio 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. A&M-San Antonio 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; and
- To acknowledge employees for job accomplishments.

A&M-San Antonio supervisors will fairly evaluate an employee's job performance without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.

Official Procedure

1. The annual performance review process covers all exempt and non-exempt Staff employees with more than six months of service at the start of the evaluation cycle. The purpose of the annual performance evaluation is to review each employee's job performance, to discuss the standards of performance expected, and to establish goals that promote the employee's development. This performance discussion includes reviewing the overall

quality of the employee's work as well as strengths and areas of improvement. When evaluating the employee, it is important to consider the employee's job performance during the entire rating period and not just the most recent months.

2. INFORMATION SPECIFIC TO NEW EMPLOYEES

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

2.2 Supervisors will provide periodic feedback regarding the employee's success in meeting performance expectations.

2.3 A performance evaluation will be completed by supervisors for employees when they reach the first six months of service in a position. The Office of Human Resources (HR) will notify supervisors in advance via email that a six month review should be completed by the end of the employee's six months of service. If new employees reach their six months of service in January, February, or March, only an annual performance evaluation is required in lieu of requiring two evaluations.

3. ANNUAL PERFORMANCE PROCESS

3.1 The annual performance evaluation rating period is April 1 through March 31. Supervisors are required to conduct annual performance evaluations for their direct reports. The deadline for annual reviews is established each year and communicated to supervisors and administrators each spring.

3.2 Supervisors are strongly encouraged to take the System on-line course #1003, *Managing Employee Performance*, on performance management and use and/or attend campus specific performance evaluation training. Contact HR for assistance.

4. REVIEW PROCESS

4.1 As part of the performance evaluation process, 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 position description and submit changes to HR.

4.2 Approved performance evaluation forms are available from HR. Both the employee and the supervisor should sign the performance evaluation form. The employee's signature is not an indication of agreement with the supervisor's evaluation. If an employee refuses to sign the performance evaluation, a witness should be brought in to sign as an indication that the employee received a copy of the evaluation. A copy of the

performance evaluation must be provided to the employee. 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.

4.3 Each employee's finalized performance evaluation must be maintained in the employee's official personnel file located in HR.

5. RESPONSIBILITY AND REVIEW

5.1 All employees will be evaluated annually however management may require additional evaluations throughout the year which will be communicated to the campus. HR will be responsible for collecting information on the evaluation process and will routinely prepare reports to the Executive Cabinet identifying delinquent evaluations.

Related Statutes, Policies, or Requirements

[33.99.03 Performance Evaluations for Nonfaculty Employees](#)

Definition

Performance factors – Key elements of a position that are evaluated in a performance review.

Contact Office

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