

Standard Administrative Procedure (SAP)

33.99.03.L1.01 Monitoring Non-Faculty Evaluations

First Approved: June 16, 2011
Last Revised: August 22, 2012
Next Scheduled Review: As Needed

Standard Administrative Procedure Statement

The purpose of this SAP is to establish procedures for monitoring non-faculty evaluations.

Procedures and Responsibilities

- A. **4-MONTH EVALUATIONS:** Newly hired, promoted, transferred, and reclassified employees (excluding faculty and student workers) are evaluated within 4 months of their date of action. Evaluating Supervisors have 30 days to complete and submit 4-Month Evaluations to HR. TAMIUWorks (TW) automatically sends email notifications to Evaluating Supervisors on the 3rd month of the action, and the evaluation will be due 30 days later.
1. For monitoring purposes, the associate director or employment specialist will maintain a spreadsheet on which the following info is entered upon approval of action for new hires, promotions, transfers, and reclassifications, or when job responsibilities change.
 - a. Employee Name
 - b. Evaluation Type
 - c. PIN
 - d. Employee Title
 - e. Department
 - f. Evaluating Supervisor
 - g. Hire Date (date of action)
 - h. Reminder Date (date email notification is scheduled to be sent by TW)
 - i. Evaluation Due Date
 - j. Notes
 2. When one of the personnel actions listed above occurs, the HR Office will execute the appropriate “to do” checklist which includes a reminder to set up the employee on TW for a 4-Month Evaluation.
 3. The associate director or employment specialist will set up the employee on TW so that the system automatically sends an email notification to the Evaluating Supervisor when it is time to do the employee’s 4-Month Evaluation, then will enter the employee on the spreadsheet described above. TW will carbon copy the associate director and employment specialist on all email notifications sent out to Evaluating Supervisors.

4. For added accuracy, the associate director or employment specialist will compare the spreadsheet against the carbon copy email notifications as they are received, as well as BPP report (BP8020-01) that shows new hires from 4 months prior.
 5. When an email notification is received by HR (subject line: Evaluation Pending HR Approval), the associate director or employment specialist will log on to TW and review the evaluation. If all is appropriate with the evaluation, the associate director or employment specialist will enter the "Next Evaluation Due Date" and "Date of Evaluation Reminder" in the "Evaluation Details" section and approve the evaluation as complete. The dates entered will be when it is time to do the employee's Annual Evaluation, as follows:
 - a. Next Evaluation Due Date = first working day in April, 04/XX/20XX
 - b. Date of Evaluation Reminder = first working day in February, 02/XX/20XX
 6. Once dates are entered and evaluation is approved, the associate director or employment specialist will remove the employee from the spreadsheet.
 7. Every 2 weeks, the spreadsheet is reviewed by the associate director or employment specialist to determine who is past due. The list of past due evaluations is sent to the HR Director to be reported to the VPFA, and in turn, be shared with all VP's at Executive Council meetings.
- B. ANNUAL EVALUATIONS: All employees (excluding faculty, student workers, and those who were evaluated 60 days or less before February 1st) are evaluated annually February thru April. Evaluating Supervisors have 60 days to complete and submit Annual Evaluations to HR. In accordance with dates entered in the last evaluation approved, TW automatically sends email notifications to Evaluating Supervisors on first working day in February, and the evaluation will be due on the first working day in April.
1. For monitoring purposes, the associate director or employment specialist will build a spreadsheet via Access or Business Objects of all active employees, excluding faculty and students workers, with the following fields:
 - a. UIN
 - b. Name
 - c. Adloc Desc (department)
 - d. Title Desc
 - e. Original Employment Date
 - f. Current Employment Date
 - g. Promotion Date
 2. Next, the spreadsheet will be modified as follows:
 - a. Sort by "Promotion Date" in ascending order and remove employees with this date between August to present. Once these employees are removed, the "Promotion Date" column can be deleted.
 - b. Next, sort by "Current Employment Date" in ascending order and remove employees with this date between August to present. Once these employees are removed, the "Current Employment Date" column can be deleted.

- c. Next, sort by “Original Employment Date” in ascending order and remove employees with this date between August to present. Once these employees are removed, the “Original Employment Date” column can be deleted.
 - d. Next, manually add 3 columns to report: Email Notification Sent Date, Date Evaluation Rec’d, and Date Evaluation Approved.
 - e. Finally, enter on to the spreadsheet under the “Email Notification Sent Date” column the dates that the email notifications were sent out by TW.
3. For added accuracy, the associate director or employment specialist will compare the spreadsheet against the carbon copy email notifications received. This is done to ensure that all employees due for an Annual Evaluation had an email notification go out to their Evaluating Supervisor.
4. Once the aforementioned modifications are complete, the spreadsheet will be used to monitor Annual Evaluations.
5. When an email notification is received by HR (subject line: Evaluation Pending HR Approval), the associate director or employment specialist will log on to TW and review the evaluation. If all is appropriate with the evaluation, the associate director or employment specialist will enter the “Next Evaluation Due Date” and “Date of Evaluation Reminder” in the “Evaluation Details” section and approve the evaluation as complete. The dates entered will be when it is time to do the employee’s next Annual Evaluation, as follows:
 - a. Next Evaluation Due Date = first working day in April, 04/XX/20XX
 - b. Date of Evaluation Reminder = first working day in February, 02/XX/20XX
6. Once dates are entered and evaluation is approved, the associate director or employment specialist will enter on the spreadsheet the “Date Evaluation Rec’d” and “Date Evaluation Approved.”
7. After the due date, the spreadsheet is reviewed by the associate director or employment specialist to determine who is past due. The list of past due evaluations is sent to the HR Director to be reported to the VPFA, and in turn, be shared with all VP’s at Executive Council meetings.

Related Statutes, Policies, Regulations, Rules or Requirements

System Regulation [33.99.03 Performance Evaluations for Nonfaculty Employees](#)

Contact Office

Office of Human Resources