



Standard Administrative Procedure (SAP)

33.99.03.L0.01 Performance Evaluations for Non-Faculty Employees

First Approved: June 16, 2011
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April 8, 2020 (*Deleted*)
April 15, 2021 (*Reinstated*)
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Procedure Statement and Reason for Procedure

Employee performance evaluations are necessary to communicate an employee's overall performance during a review period, recognize meritorious performance, identify areas needing improvement, and set employee goals for the following evaluation period.

The purpose of this SAP is to establish procedures for conducting performance evaluations for non-faculty employees.

Procedures and Responsibilities

1. GENERAL

- 1.1 Every full-time, non-faculty employee will be evaluated using the *Workday* Annual Performance Review process. This process is launched University-wide by the Office of Human Resources (HR) with a due date no sooner than one month after launch.
- 1.2 Prior to launch, HR will ensure a current, updated job aid is available for supervisors on the HR website.

- 1.3 The performance evaluation will include the establishment of goals; an evaluation of competencies; an evaluation of job responsibilities as listed on the position description; a rating of whether the employee is current on training assignments; and the provision of an overall rating. Included in these is a rating for the employee's compliance with applicable policies, regulations, rules, and procedures.
- 1.4 The competencies to be evaluated include service; teamwork/collaboration; diversity and respect; initiative, and accountability. Supervisors are also evaluated on supervisory competencies including supervision and organizational leadership.
- 1.5 Upon completion of a performance evaluation by the supervisor, the supervisor is to meet with the employee to ensure the employee understands his/her duties; the performance standards and objectives established; and the areas needing improvement.
 - 1.5.1 The supervisor is responsible for scheduling the meeting, and the employee is required to attend.
 - 1.5.2 Following the meeting, the supervisor electronically acknowledges in *Workday* that the meeting took place. *Workday* will then send the performance evaluation to the employee's *Workday* inbox for further comment, should the employee so desire.
 - 1.5.3 The employee is required to electronically acknowledge in *Workday* the receipt of the performance evaluation. *Workday* will then return the performance evaluation to the supervisor's *Workday* inbox. With a final acknowledgement by the supervisor that the employee's position description is correct or requires an update, the process is completed and the performance evaluation is submitted to HR where it is electronically stored in *Workday*.
- 1.6 A completed performance evaluation is required for an employee to be considered/eligible for a merit increase. Further, performance evaluations for all of a supervisor's direct reports must be completed by the supervisor in order for the supervisor to be considered/eligible for a merit increase.

Related Statutes, Policies, Regulations, or Rules

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

Contact Office

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