

**POLICY NO. 618**

Area: Human Resources

*Original signature on file in the  
Office of General Counsel*

Date adopted:

Certified By: \_\_\_\_\_

Curtis Pettis, Vice President and CFO  
Administration and Finance

Revisions approved: April 26, 2024

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Subject: **PERFORMANCE APPRAISALS FOR ADMINISTRATIVE, PROFESSIONAL  
AND CLASSIFIED NON-BARGAINING EMPLOYEES**

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It is the policy of the University that the job performance of all non-bargaining employees be evaluated formally by the employee's supervisor at least annually. The performance appraisal system is administered by the Director of Human Resources.

Formal feedback concerning an employee's job performance assists the employee and supervisor in defining goals and objectives, outlining performance expectations, re-establishing job duties and responsibilities, and promoting constructive dialog regarding job performance and expectations. Conversations concerning the work and work performance should occur throughout the evaluation period as it promotes good communication, diminishes confusion concerning performance expectations and fosters understanding that the appraisal is based on objective criteria, observable and/or documentable work performance.

Supervisors shall discuss with employees on a continual basis any performance issues that require attention and should keep records of significant incidents or contributions during the review period. In evaluating employees, supervisors should consider factors including, but not limited to, the experience and training of the employee, the job description, and the employee's attainment of previously set goals and objectives.

Information derived from performance appraisals should be considered when making decisions affecting training, compensation, promotion, transfer, or continued employment.

Specific competencies to be rated are listed on the Performance Appraisal Form, as outlined in Procedure No. 618.1.