

Policies of the University of North Texas	Chapter 5
05.043 Staff Development/Performance Planning and Review	Human Resources

Policy Statement. The Staff Development/Performance Planning and Review Program provides managers and supervisors a tool to improve morale, decrease turnover, increase efficiency and improve performance of University staff through a systematic process of performance planning, feedback, and review based on evaluation of results achieved against specific, objective, measurable and consistently applied standards.

Application of Policy.

All Staff.

Definitions.

None

Procedures and Responsibilities.

1. Policy:

It is the policy of the University that staff job performance plans and standards are established and followed. The job performance plan and standards will be the basis for review of staff performance and for staff development. Job performance evaluations will be used as factors in management decisions regarding promotions, merit or lump sum pay increases, disciplinary actions, and/or layoffs.

University performance appraisals shall be based only on lawful, job related and non-discriminatory criteria and on evaluation of results achieved against specific, objective, measurable and consistently applied standards. Performance plans, standards, and evaluations are prohibited which would discriminate against, limit, segregate or classify an employee in a manner that would deprive or tend to deprive an individual of any employment opportunity or adversely affect in any other manner the status of the employee because of race, color, national origin, religion, sex, age or disability.

2. Performance Plan and Standards:

Managers and supervisory staff are responsible for ensuring that job tasks have been accurately identified and that valid performance standards are established and followed with appropriate input from affected staff. Each job will be defined by Key Result Areas outlining the major functions performed, beginning with the most important. Under each Key Result Area, tasks/duties will be listed. Realistic performance standards for the

successful performance of each task/duty will be established. Departmental standards or work rules will be incorporated in the standards of performance. Performance plans are to be reviewed and updated periodically by the department as appropriate.

- 2.1. Performance standards for all staff shall include performance criteria related to compliance with University policies, procedures, and work rules.
- 2.2. Performance Standards for supervisory staff shall include performance criteria related to supervision and evaluation of employees supervised, using the Staff Development program or other means as appropriate to the category of employment.
- 2.3. Performance standards for management staff shall include performance criteria related to promoting diversity within their division and to support University programs designed to create a welcoming environment for everyone, using the Staff Development program or other means as appropriate to the category of employment.
- 2.4. Performance standards for executive staff shall include performance criteria related to providing leadership and oversight of institutional effectiveness efforts in their division including the use of evaluation results and linking results to planning.

3. Performance Agreement Meetings:

At the start of each review period, a performance agreement meeting should be held between the reviewing supervisor and the employee to discuss the performance plan document and to plan any specific goals for the review period.

4. Progress Reviews:

Supervisors at all levels should hold regularly scheduled conferences with staff members. At least one progress review is recommended during the review period. The progress review meeting may be used to assess progress only, or to discuss changes in the performance plan which have occurred during the review period, or to discuss problems in performance; and should be documented in writing using the appropriate form.

5. Annual Performance Reviews:

After staff members complete their probationary period, performance reviews and ratings are requested at the completion of the first year of employment and annually thereafter based on the date of employment, or based on an alternative annual review date as determined by the department. The annual review shall include documentation to substantiate the individual's performance rating, including detailed documentation of specific performance standards rated as either Superior or Poor.

6. Special Performance Reviews:

Special reviews may be done at any time the staff member's job performance warrants this action, as in the case of severe performance problems. The special review shall include documentation to substantiate the individual's performance rating, including detailed documentation of specific performance standards rated as either Superior or Poor.

7. Rebuttals to Performance Review Ratings:

A staff member may file a rebuttal to any regular or special performance review by memorandum within 15 days from the date the performance rating was shared with him/her. The rebuttal should be addressed to the supervisor. A copy of the rebuttal is to be sent to the Director of Human Resources by the employee. The copy of the rebuttal memorandum will be filed in the staff member's official personnel file; however, no action will be taken by Human Resources.

Any formal grievance if the employee is eligible, must be filed in accordance with UNT Policy 05.042, Grievance Policy.

8. Performance Review Recordkeeping:

The completed Performance Planning and Review and Planning Guide UPO-31/UPO-35, plus any supporting documentation, must be forwarded to the University's Human Resources Department to be reviewed for compliance with this policy and to be filed in the staff member's Personnel file. Departments should keep a copy of the review and provide a copy to the employee.

9. Staff Exempted from Staff Development:

Administrative officials reporting directly to the Chancellor/President, faculty administrators (including faculty taking temporary staff appointments), contract coaching staff, and professional librarians are exempted from review under the Staff Development Program. The Chancellor/President interacts with senior administrative staff on a daily basis and periodically renders informal evaluations. Administrative officials reporting to a Vice-President are not exempted from the program but may be reviewed through a memorandum report rather than the rating process. The President may approve an exemption from Staff Development for other classes of employees or for individual positions, as appropriate.

Responsible Party: Human Resources

References and Cross-references.

UNT Policy 05.042, Grievance Policy

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7/2011 format only