

The University of North Texas at Dallas Policy Manual	Chapter 5.000 Human Resources
5.020 Performance Management and Evaluations for Staff Employees	

Policy Statement. The University of North Texas at Dallas is committed to fostering a high performance culture. To achieve this, it strives to provide each staff member with clear performance objectives, ongoing coaching and feedback, professional development, and recognition for outstanding work.

Application of Policy. This policy applies to all regular staff members.

Definitions.

1. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ continuous months and is not employed in a position for which the employee is required to be a student as a condition of the employment.
2. **Performance Evaluation Period.** “Performance Evaluation Period” means a specified time period each year when supervisors are required to complete a formal performance evaluation for all their subordinates.

Procedures and Responsibilities.

1. **General Provisions.** The objectives of employee performance evaluations are to:
 - i. provide feedback to employees on the quality of their work;
 - ii. identify those areas of performance needing improvement;
 - iii. set specific objectives for employees for the upcoming year;
 - iv. provide an opportunity to discuss career goals and the support needed to meet those goals; and
 - v. assist department heads and managers in evaluating their work force, identifying employee potential for advancement and establishing priorities for training, education, and compensation.

Responsible Party: Employees and Supervisors

2. **Performance and Development Plans.** Supervisors are responsible for developing and communicating clearly defined performance expectations to assist staff members in understanding how duties and responsibilities should be performed. Performance expectations should focus on end results not just activities. In the process, staff members set personal training and developmental goals that will increase their ability to contribute to the success of the University. Performance and development plans are to be reviewed and updated jointly by the supervisor and employee on a regular basis.

Responsible Party: Employees and Supervisors

3. **Performance Improvement Plans.** A Performance Improvement Plan may be used when a supervisor has identified a performance problem and is looking for ways to improve an employee's performance. The Performance Improvement Plan plays an integral role in correcting performance discrepancies. It is a tool to monitor and measure the deficient work products, processes and/or behaviors of a particular employee in an effort to improve performance or modify behavior.

Responsible Party: Employees and Supervisors

4. **Documentation.** Performance evaluations shall be conducted annually during the prescribed performance evaluation period. The performance evaluation and any supporting documentation will be completed by the supervisor before the end of the performance evaluation period.

Responsible Party: Supervisors and Human Resources

5. **Performance Evaluations.** As part of the evaluation procedure, the supervisor will meet with the employee to mutually discuss the performance and development plan, performance standards, agreed-upon objectives, specific accomplishments and areas needing further development.

- 5.01 **Progress Reviews.** Supervisors at all levels should hold regularly scheduled discussions with staff members. At least one progress review should be held during the evaluation period. Emphasis should be given to evaluating the staff member's performance based on the performance and development plan.

- 5.02 Annual Performance Evaluations. Performance evaluations and ratings are required on an annual basis and conducted during the performance evaluation period. The dates for performance evaluation will be decided on an annual basis and announced by the Human Resources Department.
- 5.03 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 performance problems or exceptional performance. The special review shall include documentation to substantiate the individual's performance rating.

Responsible Party: Employees, Supervisors, and Human Resources

References and Cross-references. None.

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