

Standard Administrative Procedure (SAP)

33.99.03.J0.01 Performance Evaluations- Non-faculty

Approved: September 9, 2026

Next Scheduled Review: September 9, 2031

Procedure Summary

The purpose of employee performance evaluations is 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. Performance evaluations also assist supervisors in evaluating their work force, identifying employee potential, and establishing priorities for training, education and reward. The President or designee may revise the evaluation process to comply with current EEO law and to improve efficiency.

Procedure

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 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.
- 1.3 Supervisors are also evaluated on supervisory competencies including supervision and organizational leadership.
- 1.4 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.
 - 1.4.1 The supervisor is responsible for scheduling the meeting, and the employee is required to attend.
 - 1.4.2 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.

- 1.4.3 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.
- 1.5 A complete 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.

2. Unsatisfactory Performance and Performance Improvement Plans

- 2.1 When an employee's annual performance evaluation reflects overall performance that is unsatisfactory or does not meet established performance expectations, the employee will be placed on a Performance Improvement Plan (PIP).
- 2.2 The supervisor, in consultation with Human Resources, will develop the PIP to identify the areas of performance requiring improvement, establish clear expectations and measures for satisfactory performance, and provide a reasonable timeframe for demonstrating improvement.
- 2.3 The supervisor will meet with the employee to review the PIP and will monitor and document the employee's progress throughout the improvement period. Human Resources will provide guidance regarding the development, administration, and completion of the PIP.
- 2.4 Successful completion of a PIP does not alter the rating assigned on the annual performance evaluation.
- 2.5 Failure to demonstrate and sustain satisfactory improvement may result in further corrective or disciplinary action, up to and including termination of employment, in accordance with applicable System policies and regulations and University rules and procedures.

Related Statutes, Policies, or Requirements

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

Contact Office

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