



# POLICY MEMORANDUM

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## Policy No. 5

## PERFORMANCE EVALUATIONS

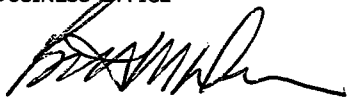
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April 20, 2006

1. The purpose of this memorandum is to establish policy and procedures for conducting annual employee performance evaluations. The annual performance rating period is established to coincide with the University fiscal year, July 1 through June 30.
2. In supporting a results-based and customer oriented environment, performance evaluations provide an ideal mechanism for communicating and clarifying organizational goals to employees. Individual evaluation and performance will consider achievement of those goals. The results of performance evaluations will be used as a basis for personnel management actions including recommendation for merit based pay raises, retaining and separating employees.
3. Deans and directors will ensure consistency of performance expectations within their department and that appropriate annual evaluations are performed for all employees.
4. Performance raters will encourage employee involvement in the development of performance expectations; and ensure that employees receive and have an understanding of the required performance expectations.
5. The following procedures will be used in developing department evaluation performance programs.
  - a. At the beginning of each evaluation period, written performance expectations for each employee will be developed based on the requirements of his/her position.
  - b. On-going communication throughout the rating period between the rater and employee about the employee's performance is strongly encouraged.
  - c. As soon as possible, but not earlier than May 1 or later than June 30 a written rating of record must be prepared assigning an achievement level for expected performance and communicated to each employee ideally in an individual private meeting.
  - d. Raters may consider feedback from multiple sources, including customers, peers or other appropriate sources.
  - e. After employee discussions, completed and signed original performance ratings should be forwarded to the Business Office for filing in the employee's folder.
6. The previous Policy No. 5; dated August 6, 2003; is hereby rescinded.

**PREPARED BY:** BUSINESS OFFICE

**APPROVED BY:**

  
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DEAN AND PROFESSOR OF MEDICINE