

33.99.03.E0.01 Performance Evaluations for Non-Faculty Employees

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Supplements System Regulation 33.99.03

Standard Administrative Procedure Summary

This standard administrative procedure (SAP) establishes the performance evaluation procedures for all non-faculty employees, excluding graduate assistants, student workers and temporary employees, of the Texas A&M Engineering Experiment Station (TEES). This SAP does not modify the “at will” status of any TEES non-faculty employee.

Procedures and Responsibilities

1. GENERAL

- 1.1 The performance of each employee will be evaluated annually during the performance evaluation delivery period.
- 1.2 In addition to the annual performance evaluation, supervisors and/or division heads may require more frequent and special evaluations as deemed necessary.
- 1.3 The evaluation will include a personal conference between the employee and supervisor to inform the individual of the quality of work, to identify areas needing improvement, set specific objectives for the employee, and provide an opportunity to discuss career goals and the support needed to meet those goals.

2. ADMINISTRATIVE INSTRUCTIONS

2.1 Review of position description

- 2.1.1 The position description (PD) shall be reviewed during the performance evaluation period or within the first thirty (30) days for a newly hired, promoted or transferred employee.

- 2.1.2 If the manager and employee agree that an update is needed to the employee's position description, the manager should work with his/her Human Resources contact to revise the PD in Workday.
- 2.2 Conducting and Documenting Performance Evaluation
- 2.2.1 The manager meets with the employee to discuss performance, including the overall rating, during the performance review delivery period.
 - 2.2.2 The manager accesses Workday through SSO to record individual ratings and comments. The manager documents the overall rating, whether or not there is any outstanding required training, whether or not the manager discussed the evaluation with the employee, and whether or not the position description needs to be updated in Workday. The manager then submits the performance review in Workday to be routed to the employee. The employee acknowledges the review.
 - 2.2.3 An overall rating of "Does Not Meet Expectations" or "Partially Meets Expectations" requires a comment to be included in Workday, next level approval by the manager's manager, and a performance improvement plan. Engineering Human Resources can assist in developing such a plan.
 - 2.2.4 Employees will receive a performance review acknowledgement task through Workday with the manager's overall performance rating. Employees will select the appropriate Status Option that represents their agreement or disagreement with the performance evaluation.
 - 2.2.5 Employees have access to view their performance evaluation through Workday at any time.
 - 2.2.6 Any incomplete performance reviews in Workday will be cancelled by Engineering Human Resources to enable the subsequent year's performance review business process to launch.
 - 2.2.7 Each division may be subject to internal auditing or monitoring to ensure the provisions of this SAP are being followed.

Related Statutes, Policies, or Requirements

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

Definitions

Performance Review Period – the 12-month period for which employee performance is evaluated. TEES has set the period from April 1 through March 31 as the standard performance review period.

Performance Evaluation Delivery Period – the delivery period for a manager to discuss and document performance feedback with his/her employee. TEES has set the annual standard evaluation delivery period as April 1 through May 31.

Performance Evaluation – includes a written performance review submitted electronically through Workday, employee performance discussion, approval of evaluation by employee and supervisor, and updates to the employee's position description as needed.

Workday – the software system used by Texas A&M System members to manager Human Resources (HR) related processes such as Performance Review.

Contact Office

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