

STANDARD ADMINISTRATIVE PROCEDURE

33.99.03.M0.01 Performance Management and Evaluation Procedure for Non-faculty Employees

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Standard Administrative Procedure Statement

This standard administrative procedure establishes the Performance Management process for all eligible non-faculty employees, including research staff, of Texas A&M University. This process does not modify the “at will” status of any University non-faculty employee. The provisions of this SAP do not apply to student workers, graduate assistants, wage and temporary employees.

Definitions

PATH: Portal Access for Total HR

Performance Management Process: the ongoing process by which a supervisor clarifies employee performance expectations, provides feedback and coaching, completes the annual performance evaluation, and recognizes performance as merited.

Performance Review Period: the 12-month period of time for which employee performance is evaluated. Texas A&M 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 supervisor to discuss and document performance feedback with his/her employee. Texas A&M has set the annual standard evaluation delivery period as April 1 through May 31.

Other User: an employee who has been designated by a supervisor to act as the supervisor’s delegate in performing one or more of the following functions in PATH: create the performance plan, create and complete the supervisor evaluation, and close the evaluation.

Official procedure

1. The annual performance management process for each non-faculty employee of Texas A&M University, will include reviewing the position description, creating a performance plan, and evaluating performance each year.
 - 1.1 The department or unit head is responsible for ensuring performance plans are created and evaluations are conducted for each eligible employee and may delegate this process to the employee's supervisor.
2. The annual performance evaluation shall be completed and delivered during the performance evaluation delivery period.
 - 2.1. Variations and extensions to either the performance review period or the performance evaluation delivery period for departments and units to meet unique operational requirements must be approved by Human Resources Employee & Organizational Development (EOD).
 - 2.2. Extensions to the approved completion date for an individual employee because of extenuating circumstances, such as absence or illness, must be approved by the appropriate department or unit head.
3. REVIEW OF POSITION DESCRIPTION
 - 3.1 The Position Description (PD) shall be reviewed at the beginning of the performance review period for an existing employee or within the first thirty (30) days for a newly hired, promoted or transferred employee.
 - 3.2 The supervisor initiates review of the PD in the PATH Position Management system accessed from Single Sign On (SSO) to ensure it accurately reflects the job responsibilities.
 - 3.3 If the PD does not require changes, the supervisor initiates the Review Position Description action in PATH and sends it to the employee for review. The employee acknowledges review of the PD in PATH by sending it back to the supervisor. The supervisor completes the Review action in PATH
 - 3.4 If the PD requires changes, the supervisor initiates a PD Update in PATH and submits it to Human Resources (HR) for approval. Following HR approval of the PD Update, the supervisor initiates a Review PD action in PATH and sends it to the employee for review as described in 3.3. This action is taken following an update so that the employee can acknowledge the review of the updated PD.

3.5 For employees in research titles, the supervisor and employee may, at the discretion of the dean and department head, follow a modified PD review and acknowledgement process established by the Division of Research.

4. CREATE PERFORMANCE PLAN

4.1 The supervisor or other user creates the Performance Plan in the PATH Performance Management system accessed from SSO and sends to the employee for acknowledgement. The employee acknowledges review of the Performance Plan in PATH.

5. CONDUCT AND DOCUMENT EVALUATION

5.1 The supervisor meets with employee to discuss performance, including the overall rating, during the performance evaluation delivery period.

5.2 Department or unit head, or designee, may require employees to provide self assessments as a means of gathering employee input prior to the supervisor completing the performance evaluation.

5.3 The supervisor or other user accesses PATH through SSO to record individual ratings and comments, or at the discretion of the VP, Dean or Department Head, attaches a department-tailored document in PATH to record performance. Supervisor or other user documents the overall rating in PATH and sends to employee for acknowledgement. The employee acknowledges the performance evaluation in PATH. The supervisor or other user closes the evaluation in PATH.

Resources

Training, frequently asked questions, and navigational aids for using the PATH Performance Management system are available at <http://EODinfo.tamu.edu/PATHways/> for guidance on developing and conducting performance evaluations.

Related Statutes, Policies or Regulations

Regulation 33.99.03: *Performance Evaluations for Non-Faculty Employees*
<http://policies.tamus.edu/33-99-03.pdf>

Contact Office

For more information or clarification on this SAP, contact Human Resources Employee & Organizational Development at (979) 845-4153 or by email at EODinfo@tamu.edu.

[Human Resources Employee & Organizational Development](#)