



## STANDARD ADMINISTRATIVE PROCEDURE

### 33.99.03.M0.01 Performance Evaluations for Non-faculty Employees

*Approved December 18, 2003*

*Revised May 5, 2005*

*Revised April 28, 2008*

*Revised December 14, 2009*

*Revised November 7, 2014*

*Revised July 25, 2019*

*Revised April 8, 2023*

*Next scheduled review: April 8, 2028*

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#### Standard Administrative Procedure Statement

This standard administrative procedure establishes the standards for Performance Evaluations 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.

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#### Definitions

**Performance Review Period** - the 12-month period 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.

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#### Official Procedure

1. The purpose of performance evaluations is to document and communicate the employee’s overall performance during the performance review period. This process will include rating the employee’s performance conducting assigned tasks, identify areas needing improvement, setting specific objectives, and providing an opportunity to discuss career goals and the support needed to meet those goals. Performance evaluations also assist department heads and managers in evaluating their work force, identifying employee

potential and establishing priorities for training, education, compensation and reward.

- 1.1 The department or unit head is responsible for ensuring each eligible employee has a documented performance evaluation, an accurate position description, completed requisite trainings, and a meeting to discuss the evaluation.
- 1.2 The department or unit head may delegate this process to the employee's manager.
2. The annual performance evaluation process shall be completed by employee and manager no later than 60 days following the performance review period.
  - 2.1. Variations and extensions to the performance review period for departments and units to meet unique operational requirements must be approved by the Division of Human Resources & Organizational Effectiveness (HROE).
  - 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 Vice President or Dean.
  - 2.3. In addition to the annual performance evaluation, supervisors and/or department/unit heads may require more frequent and special evaluations as deemed necessary.
3. REVIEW OF POSITION RESTRICTIONS
  - 3.1 The Position Restrictions (i.e. Position Description) shall be reviewed at the beginning of the performance review period by the existing employee or within the first thirty (30) days by a newly hired, promoted or transferred employee. A review of eligibility of remote work should also be undertaken.
4. CONDUCT AND DOCUMENT EVALUATION REVIEW
  - 4.1 Any incomplete performance reviews in Workday may be cancelled by HROE, or the Texas A&M System Workday Services team to enable the subsequent year's performance review business process.

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## Resources

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Training, frequently asked questions, and navigational aids for Performance Management and Workday Performance Review are available at <https://employees.tamu.edu/talent-management/performance-management/index.html>.

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**Related Statutes, Policies or Regulations**

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

[System Regulation 33.05.02, \*Required Employee Training\*](#)

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**Contact Office**

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For more information or clarification on this SAP, contact Human Resources & Organizational Effectiveness by email at [HRevaluations@tamu.edu](mailto:HRevaluations@tamu.edu)

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