



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 70.12: Performance Management**

**DATE:** April 21, 2014

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish the university policy for employee performance management and evaluation.

**REVIEW:** This OP will be reviewed in March of odd-numbered years by the managing director of Human Resources and the managing director of Equal Employment Opportunity with recommended revisions forwarded to the chief of staff to the president.

#### **POLICY/PROCEDURE**

1. Evaluation of faculty performance is conducted as specified in OP 32.32, Performance Evaluations of Faculty.
2. Each administrator is charged with responsibility of developing and communicating job standards and other work criteria to employees under his/her charge and providing each employee with periodic feedback regarding work performance. This responsibility includes verbal direction and/or counseling in the management of job performance. Human Resource Services will be provided a written performance evaluation for each benefits eligible staff employee on an annual basis.
3. Administrative officers will review with each staff member evaluating employees' job performance the process used for determining the merit of each staff member's performance in order to ensure that performance appraisals are conducted without regard to an employee's race, color, religion, sex, age, disability, national origin, Vietnam Era or Special Disabled Veteran status, genetic information, or refusal to submit to a genetic test.
4. To assist in the fulfillment of this charge, the managing director of Human Resource Services shall make available to each administrator a *Supervisor's Guide to Performance Management-Development* and a standard staff performance evaluation form. It is the immediate supervisor's responsibility to ensure the performance evaluations for employees under his/her supervision are completed within the required time frame.
5. A written evaluation should be conducted as follows:
  - a. As soon as possible after completion of the initial six months of service;
  - b. Within three months after an employee receives an overall evaluation rating below 4.0 with ratings of "Occasionally, Frequently, or Consistently Below Expectations;" and
  - c. Annually to be completed between May 1 through April 30 of each year.

6. An employee must have an evaluation with an overall rating of 4.0 or above during the rating period of May 1 through April 30 on file in his/her personnel record to be eligible for a merit or pay increase.

7. Supervisors will utilize the standard *Staff Performance Evaluation* form for all staff evaluations.

8. **Forms**

All related forms and the *Supervisor's Guide to Performance Management-Development* are available on the Human Resources website:

<http://www.depts.ttu.edu/hr/empManager/PerformanceManagement.php>

9. **Right to Change Policy**

Texas Tech University reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.