



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 8, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 08-34  
Distributed via Campus Email

TO: President Wright, Vice Presidents, Deans, Directors and Department Heads

FROM: Mary Lee Hodge  
Vice President of Business Affairs

RE: Employee Performance Review for Non-Faculty Employees

In accordance with the Texas A&M University System Regulation 33.99.03, Performance Evaluation for Non-Faculty Employees, you are required to complete a performance evaluation for each non-faculty employee annually. The purpose of the evaluation is to inform each employee of the quality of his/her work, to identify those areas needing improvement, and to set specific objectives for the employee. In your position as a supervisor, this process will assist you in evaluating your work force in identifying employee potential and establishing priorities for training, education and reward. It is important that all evaluations be conducted in a forthright manner. Without proper feedback, an employee will not be able to meet your expectations, improve his/her performance, and progress in his/her career. Lack of proper feedback will diminish the productivity of your unit, which in turn, affects your own performance evaluation.

This year we are using a new employee evaluation format, and there will be two forms--one for employees without supervisory responsibilities and one for employees with supervisory responsibilities. The forms are available in the Forms Library on the Business Affairs web site. To reach it, go to the University web site, click on Business Affairs, click on Forms Library, click on Human Resources forms, and then click on the appropriate evaluation form. Copies of the new forms are attached to this document as well. The new form adds two new features: (a) an opportunity to weight the performance factors in varying degrees according to the priority of the factor on the employee's performance and goals, and (b) an opportunity to include the coming year's goals for the employee on the same form so that we can avoid the submission of multiple documents. The section in which you are required to review and update the employee's position description questionnaire and have the employee sign and date the document is still a part of the evaluation form. Therefore, this new form will accomplish three tasks: (1) the employee evaluation, (2) provide evidence that you have reviewed the job description with the employee, and (3) the setting of performance goals for this year.

It is important to note that the employee should be evaluated for the period beginning January 1, 2007 and ending on December 31, 2007. The deadline for the submission of the completed forms is Monday, April 14, 2008. All forms should be sent to the Office of Human Resources. Any employee without a completed form on file by that date will not be eligible for merit consideration in the budget process so it is imperative that this deadline be met. To meet audit requirements, we have established a number of mandatory training sessions. The schedule for those sessions is provided below.

Questions about this process should be directed to me at X2150 or via an email to [mlhodge@pvamu.edu](mailto:mlhodge@pvamu.edu), to Mr. Albert Gee at X1720 or via an email to [argee@pvamu.edu](mailto:argee@pvamu.edu) or to Ms. Radhika Ayyar at X1 721 or via an email to [raayyar@pvamu.edu](mailto:raayyar@pvamu.edu).