



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 1, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 09-27

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 our own performance evaluation.

There will be two evaluations 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 locate either form, go to the University web site, Business Affairs link, Forms Library link, Human Resources Forms link, and then choose the appropriate evaluation form. Copies of the forms are attached to this document as well. The form has two important 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, the 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, 2008 and ending on December 31, 2008. The deadline for the submission of the completed forms is Monday, March 2, 2009. All forms should be sent to the Office of Human Resources. To meet audit requirements, we have established a number of mandatory training sessions for your assistance. The schedule for those sessions is provided below.

Supervisor Performance Training Schedule:

December 4, 2008 1p.m. – 3 p.m.
December 16, 2008 10a.m – 12 p.m.
January 7, 2009 1p.m. – 3 p.m.
January 14, 2009 1p.m. – 3 p.m.

All the trainings will be held in room 101 of the Harrington Science Building.

Questions about this process should be directed to me at x2150 or via an email to mlhodge@pvamu.edu, Mr. Albert Gee at x1720 or via an email to argee@pvamu.edu or to Ms. Radhika Ayyar at x1721 or via email to raayyar@pvamu.edu.