



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 3, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-13

Memo FY07-13 Supersedes VPBA Memo 06-07

Distributed via Campus Email

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

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: 2006-2007 Employee Performance 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. A recent audit finding requires that all supervisors receive training in this process. A schedule for the training is attached. Be sure to register right away to get your preferred day and time.

This year, the form has been revised to better capture supervisory responsibilities. The new employee evaluation form is available at the web address:

http://www.pvamu.edu/files/human_resources/docs/Performance%20Evaluation%20Form.pdf

As part of the evaluation process, you are required to review and update the employee's position description questionnaire. Copies of the position description questionnaires can be obtained from PV PAWS or the Office of Human Resources at (936)261-1730 if you are lacking a copy in your files. It is important to note that the employee should be evaluated for the period beginning September 1, 2005 and ending on December 31, 2006, and that each and every employee should have specific performance goals. In a recent audit, we were asked to attach those goals to the copy of the evaluation that is sent to Human Resources. Please complete your employee evaluations forms, position description review, and goal establishment no later than January 31, 2007. Please forward completed documents through the appropriate approval channels with final documents to the Office of Human Resources by February 7, 2007. If you have already completed this process, thank you for your early compliance.

Questions about this process should be directed to me at (936)261-2150 or Mr. Albert Gee at (936)261-1730.