



Performance Evaluations

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Policy Content

Evaluation of Contract Staff

The annual performance evaluation process is an essential tool for providing staff employees with a comprehensive assessment of the past year. Although the annual written appraisal formalizes and summarizes performance, effective evaluation is ongoing and continuous; therefore, supervisors are expected to provide employees with relevant feedback and engage in shared dialogue throughout the year. Supervisors should also establish and communicate clear performance expectations and goals for the future, seeking input and feedback from employees as appropriate.

The annual performance evaluation process for staff generally occurs in early March, but the deadline for completion may vary from year to year (and will be announced). The Annual Performance Appraisal form is available on the Human Resources site; however, a comprehensive narrative format is also acceptable. Any contract staff member wishing to provide input into the process may do so by submitting written input to his/her supervisor prior to the review.

In general, supervisors will meet with each staff member to discuss the formal evaluation, reflecting on the achievements of the past year, along with any areas for improvement. Goals for the next year, and potentially longer-term, should also be discussed. Employee feedback should be encouraged, and employees may attach comments to the evaluation if desired. The evaluation will be considered in recommending a salary for contract staff each year.

Final written evaluations should be sent to the head of the department and/or to the vice president of the division. Subsequently, all evaluations are sent to Human Resources for inclusion in each staff members personnel file.

Please note: Human Resources conducts comprehensive performance management training each year prior to the formal evaluation process. Attendance by supervisors is encouraged.

Evaluation of Classified Staff

The annual performance evaluation process is an essential tool for providing staff employees with a comprehensive assessment of the past year. Although the annual written appraisal formalizes and summarizes performance, effective evaluation is ongoing and continuous; therefore, supervisors are expected to coach employees, provide them with relevant feedback, and engage in shared dialogue throughout the year. Supervisors should also establish and communicate clear performance expectations and goals for the future, seeking input and feedback from employees as appropriate.

The annual performance evaluation process for staff generally occurs in early March, but the deadline for completion may vary from year to year (and will be announced). The Annual Performance Appraisal form is available on the Human Resources site. Any employee wishing to provide input into the process may do so by utilizing the Optional Pre-Evaluation Form or otherwise informally submitting input to his/her supervisor. In general, supervisors will meet with each staff member to discuss the formal evaluation, reflecting on the achievements of the past year, along with any areas for improvement. Goals for the next year, and potentially longer-term, should also be discussed. Employee feedback should be encouraged, and employees may attach comments to the evaluation if desired.

Final written evaluations should be sent to the head of the department and, if requested, to the Vice President of the division. Subsequently, all evaluations are sent to Human Resources for inclusion in each staff member's personnel file.

Please note: Human Resources conducts comprehensive performance management training each year prior to the formal evaluation process. Attendance by supervisors is encouraged.

An employee desiring a promotion or transfer should contact a Human Resources representative and complete a Promotion/Transfer Form. Trinity University highly encourages but does not require an employee to discuss promotion/transfer opportunities with his/her supervisor. See Section 6.4 for explanation of compensation for promotions.

Occasionally, an employee at Trinity University may receive a change to lower grade in job title and pay grade. Changes to lower grade may occur as a result of job restructuring, administrative decision or employee request. See Section 6.6 for explanation of compensation for a change to lower grade.

An employee promoted, changed to lower grade, or transferred to another position will serve an orientation period of six (6) months.

Revision Management

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Name:	Title:
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