**Overview**
On June 21, 2012, the Board of Trustees approved UVU Policy #331 – Performance Evaluation for Staff Employees. This policy:

- acknowledges the institutional support for performance evaluation for university leaders serving in supervisory and managerial roles;
- articulates expectations regarding the university’s performance evaluation process;
- and provides the framework for a system that supports each employee’s growth and development in alignment with unit, department, and University goals.

**Policy Provisions**

- The performance evaluation process must be conducted in a fair and consistent manner.
- Performance evaluation is an ongoing process that results in a year-end review.
- Supervisors shall conduct performance evaluations at least once a year with all benefits-eligible, nonexempt and exempt staff employees who have completed their probationary period. A midyear review is optional.
- The University’s Human Resources office shall provide oversight and management of the performance evaluation process.
- The annual evaluation cycle typically covers a 12-month period. It begins the first day of January and ends the last day of December of each calendar year.
- Annual performance evaluations must be completed by March of the year following the 12-month period.
- The supervisor discusses the employee’s evaluation with the second-level supervisor prior to meeting with the employee to discuss performance.
- At the time of the performance evaluation discussion, the evaluation is signed by the supervisor and employee. The employee’s signature indicates the employee has read the form, but does not necessarily indicate the employee’s agreement with its content. The evaluation is then sent to the second-level supervisor for signature.
- Where areas for improvement in a staff employee’s performance are identified, the supervisor and the staff employee shall develop a plan for improvement and work together to meet the plan’s provisions.

**Responsibilities**

- Vice presidents, deans, and department chairs will ensure that all supervisors within their respective areas 1) conduct performance evaluations with their staff employees; 2) receive training to conduct performance evaluations in compliance with this policy; and 3) receive an evaluation regarding their management of performance.
- Supervisors will participate in the evaluation process by 1) conducting an annual performance evaluation with each of their staff employees; 2) following the prescribed
University procedures for conducting annual performance evaluations; 3) ensuring the employee has a current position description and a clear understanding of his or her responsibilities; and 4) completing a year-to-date evaluation for their staff employees when the employee is transferring to a different position on campus or the supervisory responsibilities with the employee have changed during the evaluation period.

- Staff employees will participate in the evaluation process by 1) following prescribed University procedures for conducting annual performance evaluations; and 2) seeking clarification about their duties, responsibilities, and/or expectations; and 3) improving their performance and their own development as required.

**Additional Resources**

- Performance Management & Development (PMD) - An Overview

**Questions? Contact Employee Relations at 801-863-5360**

**References:**

- UVU Policy #331 – Performance Evaluations for Staff Employees
- UVU Policy #334 – Probationary Period for Staff Employees
- UVU Policy #371 – Corrective Actions and Termination for Staff Employees