

33.99.03 Performance Evaluations for Nonfaculty Employees

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Regulation Statement

This regulation establishes the performance evaluation procedure for all nonfaculty employees of The Texas A&M University System. However, this regulation does not modify the “at will” status of any A&M System nonfaculty employee.

Reason for Regulation

This regulation establishes uniform A&M System performance evaluation procedures.

Procedures and Responsibilities

1. GENERAL

- 1.1 As provided in System Policy *32.02, Discipline and Dismissal of Employees*, all nonfaculty positions in the A&M System are “at will,” meaning that any nonfaculty employee may be dismissed from employment with or without cause. Nothing in this regulation shall be construed as modifying any nonfaculty employee’s “at will” status.
- 1.2 Except as provided by System Policies *01.03, Appointing Power and Terms and Conditions of Employment*, and *02.01, Board of Regents*, the performance of nonfaculty employees of the A&M System, except graduate assistants, student workers and temporary employees, will be evaluated each year. Heads of departments and similar units may require more frequent and special evaluations as deemed necessary.
- 1.3 The purpose of employee performance evaluations is to inform employees of the quality of their work, to identify those areas needing improvement, set specific objectives for employees, and provide an opportunity to discuss career goals and the support needed to meet those goals. Performance evaluations also assist department heads and managers in evaluating their work force, identifying employee potential and establishing priorities for training, education, compensation and reward.

2. PROCEDURE

- 2.1 Each employee will be evaluated by his/her department or unit head or designee(s). Each A&M System Member will develop forms and/or electronic systems to be used in employee performance evaluation.
- 2.2 As part of the performance evaluation process, the department or unit head or designee and employee will review the position description or equivalent document that includes a list of essential functions of the position as well as the FLSA status. If changes are needed, the department or unit head or designee will prepare and submit a new position description. If no changes are needed, the department or unit head or designee will indicate on the appropriate form or electronic system that the position description has been reviewed as a part of the performance evaluation process and no changes are needed.
- 2.3 As part of the evaluation procedure, the department or unit head or designee will meet with the employee to ensure that the employee understands his or her duties, the performance standards and objectives established and the areas needing improvement. The department or unit head or designee is responsible for scheduling the meeting and the employee is required to attend. The employee and department or unit head or designee will each sign the evaluation form. In addition, the employee will be given the opportunity to provide written comments on the evaluation form.
- 2.4 Each employee's completed form will be kept electronically or in the employee's official personnel record or other appropriate file as designated by the human resources officer.

Related Statutes, Policies, or Requirements

Policy 01.03, *Appointing Power and Terms and Conditions of Employment*

<http://www.tamus.edu/offices/policy/policies/pdf/01-03.pdf>

Policy 02.01, *Board of Regents*

<http://www.tamus.edu/offices/policy/policies/pdf/02-01.pdf>

Policy 32.02, *Discipline and Dismissal of Employees*

<http://www.tamus.edu/offices/policy/policies/pdf/32-02.pdf>

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