# **Governing Regulation**

Administrative procedure [10.14](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/1014%20Performance%20Evaluations.docx) Performance Evaluations.

# **Purpose**

To provide a recommended framework for personnel management by supervisors, managers, and department heads.

**III. Key Elements**

A. Leader’s Guidance. Throughout the appraisal period, senior leadership and higher supervisors provide long term and near term guidance in formal and informal communications. Supervisors retain and revise as appropriate for establishing Objectives and Professional Development objectives listed on appraisals.

B. Personnel Management. Use of Manager’s Notes, Individual Development Plans to include Employee Development Manuals and Task Books, and Performance Counseling as appropriate, is encouraged. Review of Position Descriptions, updated as needed, is required.

C. Performance Appraisals. These are scheduled for completion, approvals, and submittal to Employee Development annually on March 31st.

D. Performance Recognition. Throughout the year, but particularly in late fall, opportunities to recognize employees are provided by the Director’s, division, and department level awards programs.

**IV. Schedule of Actions and Deliveries**

A. Items under the Personnel Management have no set schedule.

B. Completed performance appraisals and revised position descriptions are due annually on March 31st.

C. Performance Appraisals for new employees are due according to appraisal form instructions.

D. See [Awards](http://tfsweb.tamu.edu/administration/awards/) and other applicable procedures and guidelines for Performance Recognition.

E. Special Instruction. Supervisors should present Performance Appraisals in person with the employee. In exceptional circumstances, the meeting may use video assistance using tools such as Teams meeting. Regardless, this is an important career development event requiring face-to-face engagement between the supervisor and the employee.

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