

## West Texas A&M University Procedure

### **33.99.04.W0.01/BF Performance Evaluation Procedures for Members of President's Cabinet and Academic Deans**

*April 10, 2009*

*Supplements System Regulation 33.99.03*

#### 1. GENERAL

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 supervisors in evaluating their work force, identifying employee potential, and establishing priorities for training, education and reward.

The President or designee may revise the evaluation process to comply with current EEO law and to improve efficiency.

#### 2. SUPERVISOR'S RESPONSIBILITIES

The performance of members of the President's Cabinet and Academic Deans will be evaluated annually during the month of June. Annual evaluations will be performed for the period from June through May. However, when an employee's performance is below standard, more frequent or special evaluations may be conducted as deemed necessary.


Members of the President's Cabinet will be evaluated by the President. Academic Deans will be evaluated by the Provost.

All performance evaluation ratings are to be supported by specific documentation which constitutes the basis for rating employee's performance. The evaluator should sign the evaluation form prior to discussing the evaluation with the individual being evaluated.

A private discussion is to be held between the evaluator and the individual being evaluated as part of the evaluation procedure. During this discussion, objectives set during the last performance evaluation process should be reviewed to consider if and/or how well those objectives were met. Performance improvement steps and timelines for improvement as well as performance objectives for the coming year will be discussed. Finally, the individual being evaluated should sign and date the evaluation form and attach any comments he/she wishes.

Each completed evaluation must be sent to Personnel Services for placement in the employee's official personnel file in accordance with TAMUS policy. Both documents must be submitted no later than July 1.

CONTACT FOR INTERPRETATION: Director of Personnel Services

APPROVAL:  \_\_\_\_\_ April 10, 2009  
President/CEO Date