Purpose

The purpose of the Administrative Performance Review is to comply with the 2004-2005 Fiscal Year Budget directives from the office of the Vice-Chancellor of Administration and Finance to the School of Medicine, and to also comply with the Board of Regents Administrative Salary Policy. The policy will provide a tool for an annual performance evaluation.

General Information

The School of Medicine Annual Performance Review Policy is intended for the administrative or “unclassified” employees within the School of Medicine. Those employees are defined by a “U” code in the Class_INDC field from PeopleSoft HR. Currently there are 269 employees or roughly 10.1% of the total number of FTEs.

Goals

The goals of creating and implementing this policy are as follows:

- To give supervisors a tool to motivate and develop employees throughout their employment with the School of Medicine.
- To provide an incentive for the administrative staff to improve their current professional skills while at the same time motivating them to develop new skills.

Policy

Every member of the administrative staff will be reviewed by three separate individuals of superior rank. The employee’s direct supervisor will work in coordination with the Office of Fiscal Affairs to oversee the review process. The supervisors will then compile the reviews into a weighted average score. The employee and supervisor will then meet to discuss the review, record comments, and set goals for the upcoming year.

The annual review policy will become effective October 1, 2004. The policy will be reviewed annually by the Office of Fiscal Affairs, HR, and Vice-Chancellor for Administration and Finance.
**Procedure**

The performance review policy will have several components. As this is the first year of the policy some of the procedures will only occur once, while others will become part of the permanent policy and will occur every year.

**1st year process:**

1. To identify and evaluate all administrative job titles that make up the 269 employees, and remove the 44 employees and respective titles that do not qualify for this process. This will be done with the advice and guidance of the business community, HR, and the Vice Chancellor for Administration and Finance.

2. Once the job titles have been evaluated, we will consolidate similar functions for the review process. We recognize that although some job titles may differ in name they perform similar functions and have similar levels of authority and decision making.

3. We feel that employment anniversary reviews would become too much of an administrative problem, and additionally some employees have anniversary dates that are the start of the fiscal year. Reviews will begin in the month of October and a different group will be reviewed each month.

**1st year and ongoing process:**

1. Every individual employee within one of the groupings will be evaluated by three separate individuals of equal or superior rank: their immediate supervisor and two other individuals that are specific to the respective job functions. The immediate supervisor will choose the other two reviewers from a list that will be prepared for each group. Business Managers will be reviewed by their immediate supervisors, Office of Fiscal Affairs, and a team from the Vice Chancellor of Administration and Finance. Assistant Business Managers will be reviewed by the Business Managers, either the Office of Fiscal Affairs or a team from the Vice Chancellor of Administration and Finance, and if possible a final reviewer from outside the School of Medicine.

2. The reviews will carry a weight of 60% for the immediate supervisor and 20% for each of the remaining reviews. For Business Managers the weighting will be as follows: 40% for the immediate supervisors, 40% for the Office of Fiscal Affairs, and 20% for the remaining review. A weighted review score will then be compiled for each employee, and will be discussed with the employee by their respective supervisor. At which time areas of improvement/goals will be addressed and will be added to the review.

3. In those instances where the employee does not agree with the results of the review, they can request in writing to their respective supervisor that an adjustment be made to the review. This adjustment will then become part of the permanent record. If an agreement cannot be reached by the employee and the immediate supervisor, then the Office of Fiscal Affairs will serve as the final moderator of the employees review.