

CHAPTER 105
PERFORMANCE MANAGEMENT

105.01 Definition

105.02 Six-month Evaluation for Initial Appointment

105.03 Annual Evaluation

105.01 Definition

As stated in UW System Administrative Policy 1254, "The performance management process aligns the individuals' efforts to the organization's goals where job-related and role-specific performance expectations are established; continuous feedback, career and professional development opportunities, and recognition for meritorious performance is afforded to all employees."

105.02 Six-month Evaluation for Initial Appointment

For academic staff with the expectation of continuing appointments (fixed-term multiple-year, fixed-term renewable, fixed-term rolling horizon, probationary, indefinite), an evaluation is required before the sixth month after the initial appointment. If the appointment start date is between March 1 and June 30, the six-month evaluation may serve as the annual evaluation.

105.03 Annual Evaluation

A formal performance evaluation shall be conducted with each employee at least every 12 months.

A. Fixed-term, terminal appointments

1. For academic staff on fixed-term, terminal appointments of one year or less, the timing and format of the annual evaluation shall be at the discretion of the hiring unit.
2. For academic staff on fixed-term, terminal appointments greater than one year in duration, the timing and format of the annual evaluation shall be in accordance with the table listed in B. below.

B. Positions with an expectation of continuing appointments

For academic staff with the expectation of continuing appointments, the steps and timeline of this process are listed in the table below.

Steps	Timeline
1. Announcement of required annual review (covers period of January 1 through December 31 of the current year)	By December 1
2. Employee submits self-evaluation	By February 15

3. Conference between supervisor and employee	Steps 3 and 4 completed by April 1
4. Written evaluation by supervisor based on employee's self-evaluation and conference	Steps 3 and 4 completed by April 1
5. Opportunity for employee to respond to written evaluation	By April 15
6. Combined self-evaluation, supervisor's written evaluation, employee's written response (if any) signed by employee and their supervisor and sent to unit HR Business Partner, with a copy sent to the department head (if applicable) and dean/division head.	By April 30

If there is no written evaluation by the supervisor by April 30, the employee's self-evaluation will stand as the annual performance evaluation. Completion of the annual evaluation is one of the requirements for pay plan eligibility.

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