TO: Office Heads and Academic Chairs, Directors, and Managers
FROM: Lianne Sullivan-Crowley
SUBJECT: Annual Performance Appraisal Process
DATE: January 22, 2018

It is time to begin the annual performance appraisal process. Completing appraisals by early April is very important because performance is the determining factor to consider when you allocate merit increases.

Purpose
Managing staff performance is a critical supervisory responsibility because it directly enables staff members to:

- Perform as effectively as possible to support departmental and University-wide goals.
- Develop the skills and competencies to maximize their contributions to the University and fulfill their own career potential.
- Earn fair and appropriate pay for their performance.

The merit increase process is intended to align performance with the salary market and to provide you, as managers, an opportunity to recognize high performers with commensurate increases. We will communicate the University’s pool amount in a subsequent memo.

Process
Effective performance appraisals include employee self-assessments, performance discussions, written evaluations, and collaborative goal setting. Each employee’s performance should fall within one of five performance categories in accordance with target distribution guidelines that specify the percentage of staff who should be in each category. These categories and guidelines are designed to help recognize and reward top talent, distribute increases equitably vis-à-vis the market, and meet your merit increase budget. HR will announce the recommended FY2019 merit ranges of percentages for each performance category in early March.

Guidance
Senior HR managers can assist you throughout the performance appraisal process. Detailed information, including tools and training available to supervisors, is available on our website.
Assistant Provost Karen Haskin will send an additional memo to academic chairs, directors, and managers regarding this year’s process.

Thank you for ensuring that the performance appraisals for which you are responsible are thoughtfully conducted by early April.