February 24, 2009

HUMAN RESOURCES MEMORANDUM 09-04

TO: All Budgeted Employees

SUBJECT: Performance Evaluations Due April 30, 2009

In accordance with Texas A&M University System Regulation 33.99.03, the performance of each budgeted staff member must be evaluated annually. Evaluations are to be completed on all budgeted, non-student employees to assess their performance over the last year.

The purpose of employee performance evaluations is to:

- inform employees of the quality of their work,
- identify areas needing improvement,
- set specific objectives for the upcoming year,
- provide employees with an opportunity to discuss their career goals and the support they need to meet their goals,
- assist department heads and managers in evaluating their workforce,
- assist department heads and managers in identifying employee potential, and
- assist department heads and managers in establishing priorities for training, education and reward.

The TTI budget process requires that a satisfactory evaluation be completed during the past six months and on file for employees who are recommended for a promotion, merit increase or equity adjustment.

Supervisors must use the Employee Performance Evaluation Form (Form HR 4020) in conducting the evaluation for all budgeted, non-student TTI employees.

In September 2008, under the direction of the Leadership Team, the Employee Performance Evaluation Form was revised to address critical performance issues related to TTI’s Strategic Plan and Risk Management Plan, both developed in 2007. The changes include criteria assessing:

- Quality of Research, Timely Completion of Deliverables and Technology Transfer
- Strategic Planning and Agency Risk Management
- Relationships and Partnering with Academia and Sponsors
- Staff Development

During the evaluation process, each employee’s position description is to be reviewed by both the employee and the supervisor to ensure accuracy. To address this requirement, a section was added to the Position Description Form, whereby both the employee and the supervisor attest that a review of the employee’s position description was conducted. If changes need to be made to an employee’s position description, the online position description system should be utilized. Please contact the TTI Human Resources Office for instructions on how to develop or update an online position description.
Every employee should receive an accurate, thorough and constructive evaluation. If you need to supplement the Performance Evaluation form to make it more responsive to your area, please submit modifications to the Human Resources Office for approval prior to implementing the changes. **When rating an employee’s performance, the “overall performance rating” should be a value assigned based on the employee’s overall performance, NOT an average of the employee’s scores in individual performance categories.**

For new employees, an evaluation should be completed during their fourth month of employment using the **Preliminary Performance Review (Form HR 4018)**. Performance evaluations do not have to be completed for employees who have been evaluated or received a preliminary evaluation during the last six months.

Additionally, according to **Rule 33.06.01.I1** and **Rule 33.06.01.I2**, respectively, all **Alternate Work Location** and **Flexible Work Schedule** arrangements are to be reviewed during the annual performance evaluation to determine whether or not the agreement will continue.

After employee evaluation forms are completed, they should be signed by the employee, the immediate supervisor and the next level supervisor or administrative manager. Original copies of the signed and dated Performance Evaluation and modified Position Description forms should be sent to the TTI Human Resources Office for review and inclusion in the employee’s personnel file and copies of both completed forms should be given to the employee.

**All performance evaluations must be completed and submitted to the TTI Human Resources Office by April 30, 2009.** We appreciate your continued commitment to enhancing communication among employees and ask that you distribute this information to supervisors within your division/center or administrative area for their information and use.

If you have any questions, please contact the TTI Human Resources Office at (979) 845-9538.

Linda Edge
Director of Human Resources, TTI