



## **Texas Christian University Policy**

**Policy Number:** 2.010

**Subject:** Performance Evaluations

**Effective Date:** December 1, 1980

**Revised:**

### **I. Performance Evaluations – Exempt and nonexempt staff**

#### **1. General Information**

The primary purpose of evaluation is to improve employee performance. In addition, performance evaluations:

- Reveal the need for training.
- Identify persons eligible for promotion.
- Suggest needed improvements in work procedures and conditions.
- Provide a basis for equitable salary increases.
- Give the employee an opportunity to appraise his/her own performance, and with the supervisor's assistance, establish future performance goals.

#### **2. Procedures**

##### **a. Annual Evaluation – Exempt and nonexempt staff**

- Performance evaluations will be conducted during December and January, after all supervisors have completed a training session.
- Evaluations are the responsibility of the employee's immediate supervisor but are to be done in an interview with the employee.
- Supervisors will retain a copy of the evaluation for reference during the salary budget allocation time.
- Completed evaluations for will be sent to the human resources office after being reviewed by the unit head or dean by February 1.