



The Texas A&M University System
Texas A&M Engineering Extension Service

Standard Administrative Procedure

33.99.03.99.1 – Performance Evaluations

Approved: May 3, 2006

Revised: August 16, 2022

Next Scheduled Review: August 16, 2027

Summary

The purpose of employee performance evaluations is to inform employees of the quality of their work, to identify those areas needing improvement, to set specific objectives for employees and to provide an opportunity to discuss career goals and the support needed to meet those goals. Performance evaluations also assist supervisors in evaluating their workforce, identifying employee potential and establishing priorities for training, education, compensation and reward. Supervisors will complete the evaluation process for required employees as set forth by the guidance below.

Definitions

Budgeted employee – Any employee whose position was created to fill a labor need that is utilized at least 20 hours per week up to 40 hours per week and the continued employment is for a term of at least 4 1/2 months.

Wage employee – An employee who is in a position that is not guaranteed any set number of hours nor is eligible for benefits. These employees are used to fill temporary labor needs. Other terms used at TEEX include: Adjunct or Temporary/Casual Worker.

Student worker – An individual whose primary focus in furthering their formal education through part time employment.

Supervisor – An employee that has a Supervisory Organization in Workday.

Requirements

1. General

- 1.1. As provided in System Policy 32.02, Discipline and Dismissal of Employees, all nonfaculty positions in the system are “at will.” Nothing in this SAP shall be construed as modifying any nonfaculty employee’s “at will” status.

- 1.2. All newly hired budgeted employees shall be evaluated during the first six-months of employment.
- 1.3. All budgeted employees shall be evaluated annually.
 - 1.3.1. A supervisor may provide additional evaluations anytime of the year as needed.
- 1.4. The 6-month performance evaluation will be submitted to TEEX Human Resources (HR) by the end of the employee's sixth month of employment.
- 1.5. The 12-month performance review due date will be set by the agency at the start of each fiscal year.
 - 1.5.1. Exceptions to the due dates may be granted by HR.
- 1.6. Annual evaluations are not required for employees that resign prior to the end of the performance delivery period.
- 1.7. The supervisor is encouraged to discuss the evaluation with their next level supervisor prior to meeting with the employee.
- 1.8. Wage employees and student workers may be evaluated at the discretion of the supervisor.
- 1.9. Employees who receive a rating of lower than "Meets Expectations" in any category on the evaluation form, will not be eligible for a merit, promotion, or agency-level awards until a new evaluation is conducted showing that all ratings are meeting the supervisor's expectations.

2. Procedures

- 2.1. Supervisor should review the previous evaluation (if applicable) to review the performance and development goals that were agreed upon.
- 2.2. Supervisors should review all applicable documents and data sources to help determine the performance level of the employee during the evaluation period.
- 2.3. Supervisors will complete the appropriate TEEX evaluation form/process as provided on TEEXConnect.
 - 2.3.1. Any competency that receives a rating lower than "Meets Expectations" will be specifically addressed in the summary of performance section to include corrected actions needed and completion dates.
- 2.4. As part of the evaluation process, the employee and supervisor will review the employee's current position description in Workday and submit changes if needed.
- 2.5. The supervisor shall schedule and conduct a meeting (face to face or virtual) with the employee to have a dialogue regarding the completed evaluation. Attendance by both parties is required.

2.6. The employee and supervisor shall sign the completed evaluation and submit to the appropriate signature level as directed by divisional protocols.

3. Employee Rights and Resolution Options

3.1. The employee may provide comments (written or digital) to the supervisor in response to the evaluation. The deadline for submitting the comments will be agreed upon by both the employee and supervisor.

3.1.1. The supervisor is required to review the comments and sign the form indicated they reviewed the comments.

3.1.2. The comments will be submitted to TEEX HR and placed in the employee's personnel file.

3.2. An employee who receives a rating(s) below "Meets Expectations" and does not agree with those ratings may file an appeal as outlined in TEEX SAP 32.01.02.N1.01, Complaint and Appeal Process.

4. Training and Additional Information

4.1. Each year Human Resources will review training options and assign as needed.

4.2. Additional information can be found on the [Evaluations](#) page on TEEXConnect.

5. Document Retention

5.1. Human Resources will retain a signed copy of the completed employee evaluation either electronically, in the employee's official personnel file or other appropriate file as designated by Human Resources.

Quality Assurance Measures

Human Resources continuously monitors the implementation of this SAP and will adjust as needed if new requirements are put forth by the Texas A&M University System (TAMUS).

Related Statues, Policies, or Requirements

[System Regulation 33-99-03, Performance Evaluations for Nonfaculty Employees](#)
[TEEX SAP 32.01.02.N1.01, Compliant and Appeal Process for Nonfaculty Employees](#)

Appendix

None

Office of Responsibility

Human Resources
(979) 458-6801

Revision History

Revised: September 22, 2006

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