



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 17, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 08-35

Distributed via Campus Email

TO: President Wright, Vice Presidents, Deans, Directors and Department Heads

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: Employee Performance Review for Non-Faculty Employees

In order to satisfy the training needs for 2007 Employee Performance Review for Non-Faculty Employees, we have revised the schedule to include two additional sessions on March 19th and 24th. You may schedule your preferred attendance date and time through Mr. Alan Corder via telephone at ext. 1724 or email at abcorder@pvamu.edu.

Mandatory Training Sessions for Supervisors

Subject	StartDate	StartTime	EndTime	Location
"Performance Based Management Practices & Performance Evaluations"	3/10/2008	3:00:00 PM	5:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/11/2008	3:00:00 PM	5:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/12/2008	3:00:00 PM	5:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/17/2008	3:00:00 PM	5:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/18/2008	3:00:00 PM	5:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/19/2008	1:00:00 PM	3:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/19/2008	3:00:00 PM	5:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/24/2008	1:00:00 PM	3:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/24/2008	3:00:00 PM	5:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/25/2008	10:00:00 AM	12:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/25/2008	3:00:00 PM	5:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/26/2008	10:00:00 AM	12:00:00 PM	HSB 101
"Performance Based Management Practices & Performance Evaluations"	3/26/2008	1:00:00 PM	3:00:00 PM	HSB 101

Office of Business Affairs

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Phone (936) 261-2150 Fax (936) 261-2159

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& Performance Evaluations"

"Performance Based Management Practices

3/27/2008

1:00:00 PM

3:00:00 PM

HSB 101

& Performance Evaluations