



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 21, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. 42

Distributed via Campus Email

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

From: Mary Lee Hodge
Vice President of Business Affairs

RE: Extended Training Dates for Performance Evaluations

All employees must be evaluated for the period beginning January 1, 2008 and ending on December 31, 2008. The deadline for the submission of the completed performance evaluation forms to the Office of Human Resources is Monday, March 2, 2009.

All supervisors are required to attend training related to the evaluation process. In order to assist you, we have extended the training dates through the month of February. The list of additional dates is listed below.

Extended Supervisor Performance Training Schedule:

January 23, 2009 – 10a.m. - 12p.m.	Harrington Science Bldg. – Room 101
January 30, 2009 – 10a.m. -12p.m.	Harrington Science Bldg. – Room 101
February 5, 2009 – 1p.m. - 3p.m.	Harrington Science Bldg. – Room 101
February 20, 2009 – 10a.m. - 12p.m.	Harrington Science Bldg. – Room 101

Please call LaDonna Harris-Niang, Training Specialist at extension 1724 or via an email to laharris-niang@pvamu.edu for a reservation. Questions about this process should be directed to me at extension 2150 or via an email to mlhodge@pvamu.edu, Mr. Albert Gee, Associate Vice President of Human Resources at extension 1720 or via an email to argee@pvamu.edu, or to Ms. Radhika Ayyar, Director of Employee Services at extension 1721 or via an email to raayyar@pvamu.edu.