February 14, 2014

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY14-43
Distributed via Campus Email

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

From:  Cory Bradford
Senior Vice President of Business Affairs

Re:  Employee Performance Review for Non-Faculty Employees

In accordance with the Texas A&M University System Regulation 33.99.03, Performance Evaluation for Non-Faculty Employees, you are required to complete a performance evaluation for each non-faculty employee annually. The purpose of the evaluation is to inform each employee of the quality of his/her work, to identify those areas needing improvement, and to set specific objectives for the employee. In your position as a supervisor, this process will assist you in evaluating your workforce in identifying employee potential and establishing priorities for training, education and reward. Without proper feedback, an employee will not be able to meet your expectations, improve his/her performance, and progress in his/her career. Lack of proper feedback will diminish the productivity of your unit, which in turn, affects our own performance evaluation.

Employee should be evaluated for the period beginning January 1, 2013 and ending on December 31, 2013. The deadline for the submission of completed forms to your appropriate vice president is **Monday, March 3, 2014**. In addition, all position descriptions must be updated in PV PAWS to reflect the employee’s current job responsibilities and must be review and discussed with the each staff member in the performance evaluation meeting. All completed Performance Evaluations Forms and on-line Position Descriptions must be received in the Office of Human Resources **no later than Tuesday, April 1, 2014**.

Questions about this process should be directed via email to Ms. Radhika Ayyar at x1721 or raayyar@pvamu.edu.