I. Purpose

The EHRA Professionals’ Performance Appraisal helps to identify the major responsibilities of a position and how they align with the University’s strategic plan, measures effectiveness in meeting the job requirements and institutional and individual goals, and promotes career growth and development.

II. Scope

This policy and procedures are applicable to EHRA professional employees (including SAAO I, SAAO II, instructional, and research positions). Nine-month teaching faculty are evaluated under policies set forth in the UNCW Faculty Handbook.

III. EHRA Policy

It is the policy of UNC Wilmington to provide performance feedback to all EHRA non-faculty employees on a regular basis. Although assessment of an employee’s performance is an ongoing process and may be performed any time as needed, overall performance will be evaluated by the direct supervisor at least twice each year (interim and final). Significant job change will necessitate a review of the current performance appraisal document.

Supervisors in collaboration with employees will establish specific individual goals at the beginning of the appraisal cycle. These goals should take into consideration organizational, divisional, and departmental target outcomes, and the employee’s job description, and should link directly to the University’s strategic plan. Employees will be evaluated against these established individual goals, as well as how well their specific job requirements and performance fit within the institutional goals, at the end of the appraisal cycle. The appraisal should also establish talent development goals, note progress toward achieving these goals, and identify areas for improvement.
IV. Procedures

A. Supervisors shall complete the annual performance appraisal for the prior period from April 1 to March 31, except as noted below. The required EHRA Non-Faculty Performance Appraisal Tool is available on the Human Resources website. As part of the process, the employee’s job description should be reviewed annually and updated as needed in consultation with Human Resources. In general, EHRA non-faculty performance appraisals should be completed and delivered to Human Resources by April 30 each year. Employees under contract will be evaluated annually on a schedule that coincides with their contract renewals. Training opportunities on the performance appraisal process will be provided annually to supervisors and employees.

B. An interim performance review shall be completed at the midpoint of the performance appraisal cycle for all EHRA non-faculty employees to review goals, assess progress, and, as applicable, clarify or redefine expectations for the remainder of the cycle.

C. For new employees, the appraisal should reflect the time period from the beginning of his/her appointment to the end of the appraisal cycle. Employees in their present position less than three months as of the end of the annual appraisal cycle should at a minimum be provided a document which outlines the position’s duties and performance expectations and any initial observations on performance the supervisor believes would be relevant to assist the employee in understanding job performance expectations.

D. When an employee has a supervisory change in their present position during the appraisal cycle, the current supervisor is responsible for assuring completion and submission of the annual performance appraisal. The current supervisor should consult with the previous supervisor or, if this is not possible, the next-level supervisor within the work unit who was in a position to assess or comment on the performance of the employee.

V. Documentation

After reviewing the final performance appraisal with the employee, a copy of the document must be provided to the employee. The employee should be provided an opportunity to comment on the annual appraisal in writing and any such comments should be attached to the original copy of the appraisal form.

The supervisor shall submit the signed, final appraisal tool to Human Resources to be filed in the employee’s personnel file.