
Policy on Evaluation of EHRA Non-Faculty Employees



The University of North Carolina at Greensboro

UNCG Human Resources

(Approval and Revision Information)

1. Purpose

The University of North Carolina at Greensboro (the "University") is committed to the professional development and recognition of its employees in light of its mission of promoting transformation – of students, knowledge, and the region. To that end, it is the policy of the University that all EHRA Non-Faculty employees receive annual written performance evaluations in order to:

- 1.1. Align goals and performance with the mission of the University and unit, department or division;*
- 1.2. Foster two-way communication regarding job performance on an on-going basis;*
- 1.3. Identify opportunities for professional growth and development;*
- 1.4. Recognize employee contributions and achievements; and*
- 1.5. Provide necessary feedback on areas for improvement or when performance does not meet expectations.*

2. Scope

This Policy applies to all "EHRA Non-Faculty," which means University employees, other than faculty, whose positions have been determined to be exempt from certain provisions of the "State Human Resources Act" (North Carolina General Statutes, Chapter 126).

3. Policy

Supervisors of all covered EHRA Non-Faculty employees shall formally, and in writing, assess the performance of those employees on at least an annual fiscal year basis. Performance evaluations will be completed by June 30 and cover the period of time from July 1 through June 30.

- 3.1 The UNCG-adopted evaluation instruments shall be used and contains the following criteria:
 - 3.1.1. Important performance achievements and deficiencies, if any, noted during the appraisal period.
 - 3.1.2. Performance expectations/goals for the upcoming appraisal period, with specific metrics, if applicable;
 - 3.1.3. Consequences for performance during the next appraisal period that does not meet expectations/ goals/objectives, as appropriate and if necessary;
 - 3.1.4. Opportunity for employee self-evaluation;
 - 3.1.5. Employee professional development goals and plans;
- 3.2. Interim or mid-year performance appraisals may be accomplished when deemed appropriate, but are not required.
- 3.3. Once completed, departments should retain one copy within the employee's confidential personnel file and forward one copy to Human Resources (via the approved HR generic email address for this purpose) for the employee's official personnel file. These evaluations shall be retained in accordance with University record retention policies.

4. Applicability and Exclusions

The University has established alternative performance appraisal procedures for the following EHRA positions.

- 4.1 The chancellor, provost, vice chancellor, vice provost, dean, or substantially similar titles, and any other individuals subject to Section 300.1.1.I.A., of the UNC Policy Manual;
- 4.2 EHRA employees who concurrently hold tenured faculty appointments;
- 4.3 Athletic directors, head coaches, and associate and assistant coaches; and
- 4.4 Post-doctoral scholars.

This requirement shall not apply to temporary and other non-benefit eligible EHRA employees.

5. Evaluation Instrument

UNCG has adopted a performance appraisal procedure(s) and instrument(s) for covered employees or subsections of covered employees. The following elements are included in the instrument(s):

- 5.1 A statement that identifies the major strategic priorities of the University of North Carolina in accordance with the most current UNCG and system-wide strategic

plans;

- 5.2 A description of goals and objectives for the employee for the cycle;
- 5.3 A description of any job-related personal or professional development activities for the employee for the cycle;
- 5.4 A summary of the employee's observed performance during the cycle, including outcomes related to assigned goals and objectives; and
- 5.5 An annual performance rating ("overall rating") that represents the supervisor's assessment of the covered employee's total performance during the cycle and conforms to the rating methodology described in section 7 below. See [add link here] for the EHRA Performance Management template.

6. Performance Cycle

UNCG's annual cycle for conducting performance appraisals for covered employees shall begin on July 1 of each year and shall end on June 30 of the following year.

7. Rating Methodology

The rating methodology for covered employees adopted by UNCG is as follows:

- 7.1 Employees rated as "Not Meeting Expectations" often perform below an acceptable level of performance of their assigned duties or have demonstrated substantial performance deficiencies in certain assigned duties.
- 7.2 Employees rated as "Meeting Expectations" generally perform at, and on occasions may exceed, a successful level of performance of their assigned duties.
- 7.3 Employees rated as "Exceeding Expectations" routinely perform above expected performance of their assigned duties and are generally considered among the highest performing employees within the work unit.

Prior to any performance ratings being shared with covered employees, supervisors shall facilitate a "calibration" process that ensures consistent application of ratings across similar positions.

8. Communication with Supervisors and Employees

UNCG Human Resources will deliver face-to-face, webinar, and/or on-line training materials for both supervisors and employees that describe the performance appraisal process and the roles and responsibilities for each party in this process. Additionally:

- 8.1 Each covered employee shall receive no less than one face-to-face meeting (or telephone or video conference meeting in the instance of a remote or teleworking employees) in which the supervisor reviews the employee's annual performance, the overall rating, and the specific expectations for goals, objectives, and professional development activities for the upcoming cycle.

- 8.2 Supervisors should provide employees regular feedback throughout the cycle on their performance.
- 8.3 Employees shall be provided an electronic or written copy of their completed performance appraisal, and shall be required to acknowledge receipt of their appraisal either through signature or electronic confirmation.

9. Enforcement

Any violation of this policy, including a failure of a supervisor to evaluate a covered employee, may be considered "misconduct" under EHRA policies.

10. Review

The Office of Human Resources will periodically review this policy as necessary.

11. Links to Related University Policies

Regulations on Annual Performance Appraisals for Staff Exempt from the North Carolina Human Resources Act (EHRA Non-Faculty)

Guidelines For Appeal Process For Performance Management And Performance Pay Programs

The University of North Carolina at Greensboro Policy on Employees Exempt from the State Personnel Act.

The University of North Carolina at Greensboro Personnel Policies For Senior Academic and Administrative Officers (Tier II)

12. Contact

Comments, questions, or feedback regarding adjustments or improvements to this tool? Contact the HR Business Partners at hrbp@uncg.edu or (336) 334-5009.