Rice University Policy No. 433

PERFORMANCE APPRAISAL

I. General Policy

This policy applies to all Rice University staff who are eligible for benefits

Through the performance planning and appraisal process, the University intends to accomplish the following goals:

- provide a planning document consistent with University and departmental goals containing jointly agreed upon individual goals for the following year
- describe objectively the performance of an employee in a specific position, using mutually understood and agreed upon standards
- provide constructive feedback to the employee on performance and standing as well as coaching and suggestions for improvement
- identify developmental needs for employees
- provide documentation for personnel decisions including wage and salary adjustments

Supervisors are expected to review the performance of all of their staff members during each fiscal year. The review consists of a written evaluation and an individual meeting with the employee. The employee should be given an opportunity to sign the evaluation form before it is sent to Human Resources and to participate in the process by completing a self-evaluation or preparing a written response for inclusion in the official personnel file. New employees and staff who have transferred or have been promoted into new positions will be given probationary reviews.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration
Key office: Human Resources

See Also:
Compensation
Probationary Period
Transfers

Policy History
Clerical Change: February 2, 2018
Supersedes:
October 1, 1994
Policy No. 433-94
Policy No. 401-82, Performance Appraisal