211.0 VII-5.20 - POLICY ON THE PERFORMANCE EVALUATION PROGRAM

(Approved by the Board of Regents on November 12, 1993)

I. Purpose and Applicability

This establishes the policy for annual performance evaluation of employees of the University of Maryland System. This policy applies to all regular Administrative and Classified employees of the University of Maryland System. (See UMS Policy VII-5.00)

II. Evaluation Methodology and Instrument

The University of Maryland System shall use the Performance Management Process (PMP) for evaluating the performance of all regular Administrative and Classified employees. PMP provides a method and form to evaluate employee performance in a manner that is individually tailored to the employee, and consistent throughout the system.

PMP involves:

A. A discussion of expectations between the supervisor and the employee at the beginning of the rating period;

B. continuous communication and feedback throughout the year; and,

C. a discussion between the supervisor and the employee at the end of the rating period on achievements and methods for improvement.

PMP methodology and forms will be as prescribed by the
Chancellor or his designee.

It shall be the responsibility of the Chancellor or his designee to periodically review and modify as necessary the UMS Performance Evaluation Program and to keep UMS institutions apprised of any amendments thereto that may be made from time to time.

III. Evaluation Process

Employees shall receive a performance review at least once every twelve months. Evaluation ratings for the past year and discussions of expectations for the coming year must be completed by March 30 of each year. Initial discussion of expectations and performance reviews may be conducted more frequently when appropriate (e.g., a new employee, employee transfers to a new job, changes in performance level during the evaluation period).

Employees shall be informed at the beginning of the performance period, or upon hire, of the objectives and factors on which their performance will be evaluated.

IMPLEMENTATION PROCEDURES:

Each Chief Executive Officer shall develop procedures as necessary to implement this policy and shall submit a copy to the Chancellor.

Replacement for:

UM Personnel Policies and Rules for Classified Employees, Section VIII Conduct and Discipline, pages VIII 7-8.
