Reason for revision: Following extensive discussion and consideration among university leadership, HRS and the P&S Council, the university is moving forward with eliminating the probationary period for P&S staff. As part of that change, additional guidance and evaluation will be incorporated into a P&S staff member's first year of employment. These changes translate to the need to revise policy 5.21 related to appointment types and probationary periods, as well as policy 5.23 related to performance appraisals and 5.24 related to reduction in force.

Between these changes and the general need for updating these policies, there's a fair amount of revision. The approach was to limit policy 5.21 to appointment types and move the notice of non-reappointment language to 5.24. In addition, policy 5.24 was refilled to incorporate other types of terminations, rather than just layoff. Policy 5.23 was extensively modernized and includes language to synchronize how we expect performance reviews (currently referred to as appraisals) to function in the new Workday software starting July 1, 2024.

5.23 - P&S Policies and Procedures -- Performance Reviews

Purpose:
To outline standards of performance and the evaluation of such for non-temporary Professional & Scientific (P&S) staff.

Policy Statement:
As representatives of the University of Northern Iowa, professional and scientific (P&S) staff members are expected to perform their duties promptly and efficiently, and conduct themselves in accordance with generally accepted standards as well as with specific standards prescribed by law, Board of Regents regulations, and University policies.

Performance reviews for P&S staff are administered by Human Resource Services (HRS). Those who supervise P&S staff are expected to adhere to this policy and its objectives. Performance reviews may be utilized to determine salary changes, including merit-based salary allowances, or for the implementation of a Performance Improvement Plan (PIP).

Performance Review Process
The performance development process is an active partnership between supervisors and employees that enhances engagement and performance to ensure employee success. This collaborative effort is supported by setting clear and aligned expectations, creating a culture of accountability, and providing continual coaching and feedback. As part of the performance development process, formal performance reviews provide a standardized framework for supervisors to measure performance outcomes as they relate to an employee's individual accomplishments, goals and objectives, and relevant job duties and responsibilities. Through this process, P&S staff are encouraged to be active participants in their performance development and performance reviews.

All non-temporary P&S staff must be evaluated as follows by the supervisor on record using the applicable forms and procedures:

For new, non-temporary, P&S staff and those switching positions as a result of a position reclassification, reassignment, promotion or demotion:

1. Two-Week Performance Review Discussion completed and submitted on or shortly after the second week from the staff member's start date in the position.
2. Three-Month Performance Review completed and submitted shortly before or by the third month from the start date in the position.
3. Six-Month Performance Review completed and submitted shortly before or by the sixth month from the start date in the position.

The appraisal/evaluation processgram, with applicable forms and procedures, is designed to assist the professional- scientific P&S staff member in assessing past performance and development of plans for future action in cooperation with and under the guidance of his/her department head. Included in such review and planning procedures is the development of objectives relating to both position performance and personal professional development.
For non-temporary P&S staff, the Annual Performance Review must be completed annually, at a minimum.

- P&S annual performance reviews are generally due during the month of May. This requirement may differ based on department/division requirements and/or HRS communicated deadlines.
- If a P&S staff member has received a two-week performance review, a three-month performance review, and/or a six-month performance review in the same calendar year as the annual P&S performance evaluation period in May, supervisors do not need to complete an annual performance review until the following evaluation period.

P&S staff will complete a Self-Evaluation as part of their annual performance review. Staff may also submit a request to their supervisor for a performance review outside of these established evaluation periods.

Performance evaluation forms are available via UNI Works.

Completed performance evaluation forms will be saved in the staff member’s personnel file in HRS. Copies may be retained by the staff member and their supervisor and/or the director/department head as a reference for the next review period.

HRS is your performance development partner. Supervisors and employees may reach out to HRS for assistance with any part of the performance development process or performance evaluations. Further information, including helpful tools, are available at hrs.uni.edu/perf-development.

P&S Council, approved February 8, 2024

Human Resource Services, approved February 8, 2024

President & President’s Cabinet, approved XXX, 20__

Deleted: C. C. Appraisal Proceedings

Performance appraisal proceedings call for review and planning procedures to be completed with each P&S staff member no later than thirty (30) days prior to the date the designated review period is to be concluded in order to permit defined objectives and goals to develop in a consistent manner at department and division levels.

Performance evaluation proceedings are conducted annually; however, a more frequent assessment of performance may be arranged as required with a position reclassification, reassignment, promotion or demotion. A staff member may also request from his/her department head a performance evaluation at any time. At a designated time the department head and staff member separately appraise performance with respect to cooperatively established and mutually agreed upon objectives.

Deleted: Such performance reviews completed with specifically developed materials (for Self-Appraisalevaluation and Pformance Appraisalevaluation forms) are designed to prepare appraisal program participants for a constructive discussion of their independent finds during the joint performance appraisalevaluation interview. During the appraisalevaluation interview, participants review and discuss the finding evidenced with prepared assessment materials; reach a common agreement as to objectives realized and define goals yet to be attained.

Primary considerations during such interviews include:

- Existing understandings with respect to position duties and responsibilities.
- The extent to which job performance and professional development objectives have been realized during the service period under review.
- Development of a precise statement concerning performance objectives and self development plans so that participants are fully knowledgeable as to when goals are to be accomplished.
- The Performance Appraisal report form is, following the interview, completed with copies retained by the staff member and department head. During the ensuing review period, planning outlined with the appraisal form is used as a reference with review of performance goals and follow-up sessions between the department head and staff member. Timing for follow-up sessions during a review period depends in part upon the service period, learning time required for proficiency, nature and extent of duty assignments, level of performance, etc. Performance plans are employed throughout the review period as well as at the...