

Texas A&M Veterinary Medical Diagnostic Lab Procedures

33.99.03.V0.01 | Nonfaculty Performance Evaluations

Approved: February 12, 2010

Reviewed: July 30, 2014
January 8, 2016

Next Scheduled Review: January 8, 2021



PROCEDURE STATEMENT

This procedure applies to all Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) employees with a 50 percent or more appointment.

REASON FOR PROCEDURE

This procedure established the guidelines for performance evaluations of nonfaculty employees of TVMDL.

PROCEDURES AND RESPONSIBILITIES

1.0 ANNUAL EVALUATION

- A. The GreatJobs performance evaluation module will be used to document the evaluation.
- B. The evaluation period is April 1 through March 31. Performance evaluations for all employees with at least 90 days of regular service as of March 31 will be conducted no later than May 31.
- C. Each year, prior to April 1, the TVMDL Human Resources Representative will notify branch chiefs and/or resident directors in writing of their responsibility to conduct evaluations. The branch chiefs and/or resident directors will inform the section heads and/or supervisors of the need to conduct the evaluations.
- D. Supervisors will discuss the results of the evaluation with employees, set goals and objectives and, if necessary, a development plan. Comments should also be provided on each performance measure.

2.0 REVIEW OF POSITION DESCRIPTION

- A. Employees will have a position description documented in the GreatJobs position description module.
- B. Supervisors and employees—as part of the annual performance evaluation process—will review the position descriptions for accuracy as required by System Regulation 33.99.03, *Performance Evaluations for Nonfaculty Employees*.
- C. Updates and corrections to the position description will be made in the GreatJobs position description module prior to finalizing the performance evaluation.
- D. The requirement to review position descriptions annually will be met when the performance evaluation is electronically signed by the employee and the supervisor in GreatJobs.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 33.99.03](#), *Performance Evaluation for Nonfaculty Employees*

CONTACT OFFICE

For questions, contact AgriLife Human Resources at 979-845-2423.