

# Texas A&M Veterinary Medical Diagnostic Lab Procedures

33.99.03.V0.01 | Nonfaculty Performance Reviews

Revised: April 16, 2021

Next Scheduled Review: April 16, 2026



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## PROCEDURE SUMMARY

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

This procedure establishes the guidelines for performance reviews of employees of TVMDL.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 ANNUAL REVIEW

- A. The TVMDL Annual Performance Evaluation tool will be used to document the nonfaculty review and will be uploaded into Workday. Performance reviews must be uploaded into Workday to be considered completed.
- B. The review 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 as noted in the [Performance Review Schedule](#).
- C. Each year, prior to April 1, the TVMDL Human Resources Representative will notify supervisors in writing of their responsibility to conduct evaluations.
- D. Supervisors will discuss the results of the performance review 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 created and approved in Workday.
- B. Supervisors and employees—as part of the annual performance review 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 Workday prior to finalizing the performance review.
- D. The requirement to review position descriptions annually will be met when the performance review is electronically signed by the employee and the supervisor in Workday.

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## RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

[Performance Evaluation Timeline Matrix](#)

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**CONTACT OFFICE**

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Questions regarding this procedure should be referred to AgriLife Human Resources at 979-845-2423.

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**REVISION HISTORY**

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Approved: February 12, 2010

Reviewed: July 30, 2014

January 8, 2016

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