

# Texas A&M AgriLife Extension Service Procedures

## 33.99.03.X0.01 | Nonfaculty Performance Evaluations

*Approved: December 15, 2000*

*Revised: June 27, 2002*

*December 2, 2005*

*April 14, 2008*

*December 15, 2010*

*May 20, 2013*

*Reviewed: January 8, 2016*

*Next Scheduled Review: January 8, 2021*



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### PROCEDURE STATEMENT

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This procedure applies to all employees with a 50 percent or more appointment who do not hold a faculty or faculty-equivalent title. Faculty titles are defined in Texas A&M AgriLife Extension Service (AgriLife Extension) Procedure 12.99.99.X0.01, *Performance Evaluation for Extension Specialists with Professorial Titles*.

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### REASON FOR PROCEDURE

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This procedure establishes the guidelines for performance evaluations of nonfaculty employees of AgriLife Extension.

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### PROCEDURES AND RESPONSIBILITIES

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#### 1.0 ANNUAL EVALUATION

- A. The GreatJobs performance evaluation module will be used to document the evaluation. Alternate evaluation forms may be requested, and must be approved by the Chief Human Resources Officer in advance. Alternate evaluation forms must be uploaded into GreatJobs to be considered completed.
- B. The evaluation period is April 1 through March 31. Performance evaluations for all nonfaculty employees with at least 90 days of regular service as of March 31 will be conducted no later than May 31. Alternate evaluation periods may be requested, must be approved by the Chief Human Resources Officer in advance, and must be completed as noted in the [Performance Evaluation Timeline Matrix](#).
- C. Supervisors will discuss the results of the evaluation with employees, set goals/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.

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**RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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

[AgriLife Extension Procedure 12.99.99.X0.01](#), *Performance Evaluation for Extension Specialists with Professorial Titles*

[Performance Evaluation Timeline Matrix](#)

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**CONTACT OFFICE**

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