

# Texas A&M AgriLife Extension Service Procedures

## 33.99.03.X0.01 | Nonfaculty Performance Reviews

Revised: December 23, 2020

Next Scheduled Review: December 23, 2025



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### PROCEDURE SUMMARY

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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 Reviews for Extension Specialists with Professorial Titles*.

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

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### PROCEDURES AND RESPONSIBILITIES

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#### 1.0 ANNUAL REVIEW

- A. The Texas A&M AgriLife Employee Performance Review form [AG-404](#) will be used to document the nonfaculty review and uploaded into Workday. Alternate review forms may be requested and must be approved by the Chief Human Resources Officer in advance. Performance reviews must be uploaded into Workday to be considered completed.
- B. The review period for nonfaculty employees is April 1 through March 31 and due date is May 31 unless otherwise noted in the [Performance Review Schedule](#). Performance reviews must be conducted for employees with at least 90 days of regular service prior to the end of the review time period. Alternate review periods and/or forms must be approved by the Chief Human Resources Officer in advance.
- C. Supervisors will discuss the results of the review 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

- A. Employees will have a position created and approved in Workday.
- B. Supervisors and employees—as part of the annual performance review process—will review the position for accuracy as required by System Regulation 33.99.03, *Performance Evaluations for Nonfaculty Employees*.
- C. Updates and corrections to the position will be made in Workday prior to finalizing the performance review.
- D. The requirement to review position 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 Evaluations for Nonfaculty Employees*

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

[Performance Review 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: December 15, 2000

Revised: June 27, 2002  
December 2, 2005  
April 14, 2008  
December 15, 2010  
May 20, 2013

Reviewed: January 8, 2016

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