

USM Bylaws, Policies and Procedures of the Board of Regents

VII - 5.20 - POLICY ON THE PERFORMANCE MANAGEMENT PROGRAM

(Approved by the Board of Regents on November 12, 1993; Amended October 9, 2015)

I. PURPOSE AND APPLICABILITY

The policy for annual performance evaluation of employees of the University System of Maryland. applies to all Regular Status Nonexempt and Exempt Staff employees of the University System of Maryland. Institutions may apply this policy to contingent Status employees.

II. EVALUATION METHODOLOGY AND INSTRUMENT

- A. The University System of Maryland requires the use of a Performance Management Program (PMP) designed and maintained by each of its institutions.
- B. All PMPs are expected to provide methods and forms to evaluate employee performance in a manner that is individually tailored to the position and consistent within the organizational culture and policy of that particular institution.
- C. PMP involves:
 - 1. a dialogue focused on establishing expectations between the supervisor and the employee at the beginning of the rating period;
 - 2. continuous communication and feedback throughout the year; and,
 - 3. a discussion between the supervisor and the employee at the end of the rating period on achievements, ongoing development needs and methods for improvement.
- D. It shall be the responsibility of the Chancellor or his designee to periodically review and modify as necessary the USM Performance Management Program and to keep USM institutions apprised of any amendments thereto that may be made from time to time.

III. EVALUATION PROCESS

- A. Employees shall receive a performance review at least once every twelve months.

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- B. Evaluation ratings for the past year and discussions of expectations for the coming year must be completed by the end of the review cycle designated by the institution each year.
- C. Initial discussion of expectations and performance reviews may be conducted more frequently when appropriate (e.g., a new employee, employee transfers to a new job, changes in performance level during the evaluation period).
- D. Employees shall be informed at the beginning of the performance period, or upon hire, of the objectives and factors on which their performance will be evaluated.
- E. In the event that an institution fails to complete an evaluation for an employee by the institution deadline, that employee will be considered to have met standards for purposes of merit pay.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.