

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 5.20

New Policy Title: Policy on the Performance Management Program

Old Policy Title: Policy on the Performance Evaluation Program

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: May include Contingent Employees

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: III.B. – Removed specific date to allow institution flexibility.

III.E. Incorporated practice of most institutions unde Collective Bargaining. They usually apply this

practice to non-covered employees as well.

DRAFT 5-12-15

**VII - 5.20 - POLICY ON THE PERFORMANCE MANAGEMENT EVALUATION
PROGRAM**

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

I. PURPOSE AND APPLICABILITY

~~This establishes~~ The policy for annual performance evaluation of employees of the University System of Maryland ~~System~~. ~~This policy~~ applies to all ~~Regular Status Nonexempt and Exempt Staff Administrative and Classified~~ employees of the University System of Maryland ~~System~~. Institutions may apply this policy to contingent Status employees. (See UMS Policy VII-5.00)

II. EVALUATION METHODOLOGY AND INSTRUMENT

A. The University System of Maryland ~~System~~ requires the shall use ~~the of a~~ Performance Management Program Process (PMP) designed and maintained by each of its institutions. for evaluating the performance of all regular Administrative and Classified employees. PMP provides a method and form

B. All PMPs are expected to provide methods and forms to evaluate employee performance in a manner that is individually tailored to the employee position; and consistent ~~throughout the system within the organizational culture and policy of that particular institution.~~

C. PMP involves:

A1. ~~a~~ Dialogue focused on establishing ~~discussion of~~ expectations between the supervisor and the employee at the beginning of the rating period;

B2. continuous communication and feedback throughout the year; and,

C3. a discussion between the supervisor and the employee at the end of the rating period on achievements, ongoing development needs and methods for improvement.

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~~PMP methodology and forms will be as prescribed by the Chancellor or his designee.~~

D. It shall be the responsibility of the Chancellor or his designee to periodically review and modify as necessary the ~~UMS-USM~~ Performance ~~Management Evaluation~~ Program and to keep ~~USM-UMS~~ 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.

B. Evaluation ratings for the past year and discussions of expectations for the coming year must be completed by ~~March 30~~the end of the review cycle designated by the institution of 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.

~~Each Chief Executive Officer shall develop procedures as necessary to implement this policy and shall submit a copy to the Chancellor.~~

Replacement for:

~~UM Personnel Policies and Rules for Classified Employees, Section VIII Conduct and Discipline, pages VIII 7-8.~~

~~UM Personnel Policies and Rules for Associate Staff.~~

~~B. Performance Evaluation, page 6.~~