THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.41
		Revised:	7/1/05
SUBJECT:	Performance Evaluations	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular Staff with the exception of those represented by a bargaining unit		
ISSUED BY:	Personnel Office and Office of the Vice President for Academic Affairs		

I. Policy

Staff members will be evaluated periodically to summarize demonstrated skills, abilities and performance in relation to the requirements of the assigned position.

II. Regulations and Definitions

A. Staff members will be evaluated prior to their completion of their probationary period.

B. Staff members will be evaluated prior to the completion of six (6) months following the date of hire or promotion. A recommendation may be made for merit increase.

C. Staff members will be evaluated annually prior to the anniversary of their employment of latest promotion. If the staff member has not reached the maximum of the range, a merit increase may be recommended.

D. Evaluations will be initiated by the Personnel Office at the time indicated above without regard to absences resulting from a leave of absence. Units may, on an individual basis, request additional time before completing the evaluation or recommending a merit increase when there has not been an adequate opportunity to evaluate the staff member's performance.

E. Evaluations will be discussed with the affected staff member and the completed evaluation form signed by the staff member to indicate review was completed. The staff member's signature indicates that the evaluation was read and will not be construed as necessarily implying agreement with the evaluation.

III. Procedure

RESPONSIBILITY	ACTION
Staff Records	1. Send proper forms to operating unit prior to evaluation date.

RESPONSIBILITY		ACTION
Supervisor	2.	Receive form, evaluate the staff member's performance and discuss evaluation with staff member.
	3.	If question regarding Compensation, contact Personnel Compensation Section.
	4.	If question regarding conduct and possible disciplinary action, contact Personnel Staff Relations Section.
Staff Member	5.	Sign the completed evaluation form.
Supervisor	6.	Sign and return the completed evaluation form including recommended increase, if appropriate.
Staff Member	7.	If supervisor's evaluation does not represent a reasonably accurate appraisal of performance, send qualifying comments to supervisor with a copy to Personnel or contact the Personnel Staff Relations Section.
Personnel Compensation Section	8.	Receive completed form, review increase recommendations and send to Staff Records.
Staff Records	9.	Process approved increase and transmit Change of Status form to Payroll and Operating Unit.
Supervisor	10.	Receive Change of Status form and give copy to staff member.
Staff Records	11.	Send reminder notice to supervisor if no response to initial evaluation form is received within thirty days.