



UNIVERSITY OF MINNESOTA
BOARD OF REGENTS POLICY

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Human Resources

**EMPLOYEE PERFORMANCE
EVALUATION AND DEVELOPMENT**

Adopted: March 9, 2007

EMPLOYEE PERFORMANCE EVALUATION AND DEVELOPMENT

SECTION I. SCOPE.

This policy governs performance evaluation and development of University of Minnesota (University) faculty, academic professional and administrative, civil service, and union-represented staff employees.

SECTION II. DEFINITIONS.

Subd. 1. Performance Evaluation and Development. *Performance evaluation and development* shall mean a process undertaken between responsible administrators/supervisors and the employees reporting to them. This process includes assessing, guiding, improving, and recognizing employee performance, resulting in effective achievement of organizational and individual goals.

SECTION III. GUIDING PRINCIPLES.

The following principles shall guide the University's evaluation and development of employee performance:

- (a) The University cultivates a high performing workforce through employee performance evaluation and development that engages the entire organization, is appropriate to the nature of the work, recognizes and rewards exemplary performance, and addresses substandard performance.
- (b) The University is committed to assessing and supporting the development of the behavioral and functional competence of its employees, consistent with expressed academic and administrative needs, the role of the employee, and performance expectations.
- (c) The University is committed to a performance evaluation process that incorporates regular feedback and candid discussion about performance.
- (d) The University is committed to responsible investments in its employees through professional development, education, and training directed at maximizing productivity, enhancing employee personal and professional competencies, supporting employees as they seek new career opportunities within the University, and generating a succession of leaders prepared and able to lead the University into the future.
- (e) The University holds its leaders, responsible administrators, and supervisors accountable for actively supporting and engaging in the performance evaluation and development process in a fair and equitable manner and for ensuring the alignment of employee and organizational goals and priorities.

SECTION IV. PERFORMANCE REVIEWS.

University leaders, responsible administrators, and supervisors shall conduct performance reviews for purposes of evaluation and development. The University expects ongoing evaluation of employee



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performance, with regularly conducted and documented reviews of all employees administered according to applicable administrative policies, rules, and collective bargaining agreements.

SECTION V. EMPLOYER RESPONSIBILITY.

Subd. 1. Leadership Accountability. University leaders, responsible administrators, and supervisors shall be held accountable for implementing a performance evaluation and development process that is consistent in the treatment of employees, provides for accurate performance reviews, and encourages open communication.

Subd. 2. Implementation. The University shall provide to its leaders, responsible administrators, and supervisors the necessary resources, tools, and training to effectively manage employee performance.

SECTION VI. EMPLOYEE RESPONSIBILITY.

Employees are expected to (a) understand the importance of their contribution to the University's mission, values, and success and (b) to exercise responsibility for actively engaging in the performance evaluation process and subsequent development efforts.