

Campus Colleagues,

This is a friendly reminder that the deadline for submitting completed performance reviews to Human Resources for regular staff employees is **March 31**.

### **Overview of Policy and Process**

The staff performance review process has not changed since last year, but there are some important reminders regarding the review process that are outlined below.

- **Review Period** - Staff employees will be evaluated based on the calendar year (January through December).
- **Performance Review Process and Forms** - Please refer to the UTC [Staff Annual Performance Review](#) webpage for a description of the performance review process, as well as a variety of supplemental forms that can be utilized to enhance performance management efforts. The only form required for submission to Human Resources is the [Performance Review Summary Form](#).
- **Required Signatures** – Staff performance reviews require the signatures of the employee, the employee's supervisor and next level of administration to ensure consistency and fairness. Performance review forms will not be accepted by HR until all three required signatures are included unless otherwise approved.

Please review UT HR Policy [HR0129 - Performance Reviews for Regular Staff Employees](#) for additional information regarding performance ratings, required performance improvement plans and ineligibility for across-the-board increases.

### **Methods for Submitting Performance Reviews**

It is preferred for performance reviews to be submitted electronically to [Personnel@utc.edu](mailto:Personnel@utc.edu), but hard copies may be delivered to the Office of Human Resources, Dept. 3603, at 720 McCallie Avenue.

### **Inclusion, Diversity and Engagement**

We are excited to announce that new changes are coming for evaluation of the 2021 annual review period next year! In keeping with UTC and System-wide commitments to Inclusion, Diversity, and Engagement (IDE), these elements will become a component of employee

performance evaluations. The University supports a diverse and inclusive culture and all employees are expected to respect and uphold these values while performing all job functions and responsibilities.

Supervisors and employees are encouraged to discuss diversity-related performance goals and development opportunities during staff performance review meetings in preparation for the annual review process in spring 2022, which will evaluate employee performance for 2021 calendar year with a revised evaluation form that will include IDE as an established key performance element for all staff.

The University will continue to make efforts to ensure that resources, including trainings, events, and professional development and engagement opportunities are available and accessible to support employees in achieving their performance goals and expectations. More information about the IDE performance evaluation component will be forthcoming.

### **Performance Review Questions?**

If you have any questions regarding the overall performance management process and completion of annual staff performance reviews, please contact Julie Brown, Director of Employee Relations, at 425-4638 or [Julie-g-Brown@utc.edu](mailto:Julie-g-Brown@utc.edu).