**Summary of Performance Reviews Conducted at the University of Minnesota:**

The Board of Regents (Board) Policy: [Employee Performance Evaluation and Development](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Employee_Performance_Eval.pdf) provides the basis on which performance is reviewed at the University of Minnesota. As stated in Board policy, “The University expects ongoing evaluation of employee performance, with regularly conducted and documented reviews of all employees administered according to applicable administrative policies, rules, and collective bargaining agreements.” Administrators and supervisors are accountable for ensuring that reviews are conducted and employees are expected to actively participate in the review process.

One important element of performance management at the University is the expectation that the performance of all of our non-student employees be evaluated annually. In conjunction with a written documentation of the review, it is expected that responsible administrators or supervisors have a performance-related discussion with those faculty, P&A, civil service or union-represented staff employees for which responsibility is held.

# Annual

Performance reviews should occur at least once a year, and may occur more often if a unit chooses to do so. Performance reviews are carried out to evaluate the past year’s performance and to review progress and achievement of goals. For many University employees, increases to base pay are determined on meritorious performance. The annual review provides the necessary documentation upon which merit pay is based.

# Periodic Comprehensive

These reviews are carried out on a regularized schedule every few years and are evaluative or developmental in focus. Reviews of this nature are based on defined leadership competencies aligned with the responsibilities held by individuals in these kinds of positions. They are used to assess leadership excellence and managerial accountability. Input may be solicited from a broad spectrum of people who are affected by the individual’s performance. These periodic reviews are carried out in addition to those reviews conducted annually.

# Probationary

Requirements for probationary reviews are described in the governing documents for the employee groups that cover appointments that serve probationary periods.

# Faculty

Annual reviews of performance are required. The processes and procedures for reviews are determined at the collegiate and departmental units, but must be consistent with requirements specified within the tenure regulations (Board policy noted below). Policies and guidelines, as well as additional information that govern faculty reviews are found on the [Academic Affairs and Provost website.](https://faculty.umn.edu/promotion-tenure/promotion-tenure-review) The following references are key documents containing performance review information:

* [Board of Regents Policy: Faculty Tenure](http://regents.umn.edu/sites/regents.umn.edu/files/policies/FacultyTenure1_0.pdf) (pdf)
* [Administrative Policy: Academic Appointments with Teaching Functions](http://policy.umn.edu/Policies/hr/Hiring/TEACHING.html)
* [Rules and Procedures for Annual and Special Post-Tenure Review](http://conservancy.umn.edu/bitstream/handle/11299/48680/RULES%20AND%20PROCEDURES%20FOR%20ANNUAL%20AND%20SPECIAL%20POST-TENURE%20REVIEW.pdf) (pdf)
* [UMD Faculty Promotion & Tenure Resources](https://www.d.umn.edu/evcaa/faculty-resources)

UMD tenure-track faculty holding a probationary appointment follow procedures outlined in the UEA contract for annual probationary review (section 201.600) and for promotion and conferral of indefinite tenure (section 201.400). Goals and expectations for the faculty’s teaching; research, scholarship, or creative activity; and contributions to service and outreach are specified in the respective academic department’s [7.12](https://www.d.umn.edu/evcaa/faculty-resources/7-12-documents) document.

# Academic Professional and Administrative Employees

Annual reviews of performance are required for professional and administrative positions under this employee group. The process and procedures for reviews are determined at the campus, college, administrative unit, or departmental levels, but must be consistent with relevant administrative policies. Refer to the [Administrative](http://policy.umn.edu/Policies/hr/Performance/PAPERFORMANCE.html) [Policy: Performance Management for Academic Professional and Administrative Employees](http://policy.umn.edu/Policies/hr/Performance/PAPERFORMANCE.html) for detailed policy and related information.

# Senior Administrators

In the case of deans and other senior administrators, periodic comprehensive reviews, either evaluative or developmental, are also required. These review processes are the responsibility of the appropriate responsible administrator to whom the senior administrator reports. Refer to the above noted policy for the Administrative Procedures: [Reviewing and Evaluating Deans](http://www.policy.umn.edu/Policies/hr/Performance/PAPERFORMANCE_PROC02.html) and [Assessing the Performance of Senior Administrators.](http://www.policy.umn.edu/Policies/hr/Performance/PAPERFORMANCE_PROC03.html)

# Civil Service Staff Employees

Annual reviews of performance are required. Within the Civil Service Rules, [Rule 9 Performance](https://humanresources.umn.edu/sites/humanresources.umn.edu/files/civil_service_employment_rules_2018-05-11.pdf)

[Appraisal](https://humanresources.umn.edu/sites/humanresources.umn.edu/files/civil_service_employment_rules_2018-05-11.pdf) provides guidance on the plan, frequency of appraisals, and employees review of their appraisals. Annual reviews should be conducted using standard University performance review forms, unless a college/unit performance management plan has been approved by the Office of Human Resources. Refer below to link to the various performance review forms and other pertinent information.

# Union-Represented Staff Employees

The University of Minnesota expects that annual reviews of performance will be conducted for all employee groups. In addition, they are required in some contracts for Labor Represented staff employees. Refer to the appropriate [Labor Agreements](https://humanresources.umn.edu/node/96) for more specific requirements and other performance review information. Units have the choice of using existing approved forms for these reviews or gaining approval for their own unit specific forms or procedures. Refer below to link to the various performance review forms and other pertinent information.

# Graduate Assistants and Professionals-in-Training

Annual reviews are highly encouraged and are required if merit pay increases are to be delivered by the unit. The processes and procedures for reviews are determined at the campus, college, administrative unit, or departmental levels, but must be consistent with relevant administrative policies. For graduate assistants, refer to the [Administrative Policy: Graduate Assistant Employment.](http://www.policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html) For those individuals with postdoctoral appointments, refer to the [Administrative Policy: Postdoctoral Appointments.](http://www.policy.umn.edu/Policies/hr/Hiring/POSTDOCAPPOINT.html) For other professionals-in-training positions, refer to unit level policies and guidelines.