



**Policy Title: Staff Performance Appraisal and Planning Process**

**Policy Number: BU-PP 804**

**Date Issued: Updated March 31, 2015**

**Responsible Executive: Vice President & Chief Human Resources Officer**

**Date Last Revised: February 6, 2023**

**Responsible Office: Human Resources**

## **Staff Performance Appraisal and Planning Process BU-PP 804**

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### **Policy Statement**

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Baylor University (the “University”) uses an annual performance appraisal process for the purpose of evaluating, enhancing, and documenting an employee’s performance and development and to inform the merit compensation process.

Additionally, Baylor encourages ongoing performance management throughout the year, complete with continuous feedback and open communication to facilitate an effective process.

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### **Reason for the Policy**

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The Staff Performance Appraisal and Planning Process provides for an annual staff performance evaluation to give each employee and manager the opportunity to discuss accomplishments, areas of improvement, goals for the coming year, and the employee’s overall performance. Additionally, the manager’s ratings are used to inform the Merit process and may influence salary decisions, promotions, transfers, and other employment actions. Nothing in this Policy creates a contractual obligation by the University nor does it alter the ‘at will’ status of any employee.

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### **Individuals/Entities Affected by this Policy**

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This policy applies to staff and those managing staff.

Those required to participate include:

- Full-time and part-time staff who have been continuously employed at Baylor three or more months from the start of the performance review process, or as indicated by Human Resources. This includes any staff whose role and the work needed is intended to be one year or longer, regardless of the funding source for the role.

Those who are not required to participate, but may be included upon request, or as indicated by Human Resources, include:

- Full-time and part-time staff employed less than three months from the start of the performance review process.
- Full-time and part-time temporary staff. For the purposes of this policy, temporary employees are defined as those whose role and the work needed is intended to be less than one year, regardless of funding source for the role.

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## Exclusions

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The following are excluded from this policy:

- Faculty that are not responsible for managing staff
- Student workers
- Contingent workers

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## Related Documents and Forms

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### University Policies and Documents

[Staff Disciplinary Actions](#)

[University Grievance](#)

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## Contacts

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Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	<a href="https://www.baylor.edu/hr/askHR@baylor.edu">https://www.baylor.edu/hr/askHR@baylor.edu</a>

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## Timing

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The Staff Performance Appraisal and Planning document will be performed annually, or as indicated by Human Resources. Each manager is responsible for the timely and equitable assessment of the performance and contribution of their employees.

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## The Process

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Human Resources will initiate the staff performance appraisal and planning process by notifying employees and managers of instructions and timelines for completing the process. In general, the staff performance review process follows these steps:

1. Employee completes a self-appraisal and submits to their manager.
2. Manager completes an appraisal of the employee's performance over the past year.

2. Staff Performance Appraisal and Planning Process (BU-PP 804)

3. The manager and employee meet to discuss the review. If the employee or manager has additional comments to document as a result of the meeting, the manager or employee must contact Human Resources to initiate an official addendum process.
4. The manager and employee indicate the performance discussion was held.