33.99.03.C0.01 Performance Reviews of Non-Faculty Employees

Revised: March 23, 2026
Next Scheduled Review: February 21, 2027
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) considers the management of employee performance to be an ongoing process that consists of evaluating performance, goal setting, employee development, and regular feedback. This procedure outlines the performance review process for non-faculty employees at TAMU-CC.

Procedure

1. GENERAL

1.1. TAMU-CC recognizes performance reviews as an essential function that supports several major objectives:

(a) To promote the establishment of performance expectations and goals that are consistent with both departmental and institutional goals and objectives

(b) To formally communicate with employees regarding performance

(c) To develop maximum performance potential of employees

(d) To acknowledge employees for job accomplishments.

1.2. TAMU-CC managers will fairly evaluate an employee's job performance without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or any other classification protected by federal, state, or local law.

1.3. In addition to annually evaluating employees on their specific job duties/responsibilities, managers will identify individual performance goals for employees and employee development and training needs. An employee's job performance is to be evaluated based on criteria/standards that are directly related to the identified job responsibilities and established goals.

2. ANNUAL PERFORMANCE REVIEW

2.1. Managers are required to conduct an annual performance review of their employees. The deadline for annual reviews is established each year and communicated to managers and administrators each spring.

2.2. Managers should refer to system regulation *33.99.03, Performance Evaluations for Nonfaculty Employees*, for additional guidelines on performance evaluations.

2.3. Managers are strongly encouraged to take the system online course on performance management and/or attend campus performance management training programs.

3. REVIEW PROCESS

3.1. As part of the performance review process, system regulation *33.99.03, Performance Evaluations for Nonfaculty Employees*, requires the manager and employee to review the position description that includes the essential functions of the position and the Fair Labor Standards Act exempt/non-exempt status. The manager will submit any proposed changes to Human Resources. Changes to the job duties and/or essential functions that occur during the evaluation period should be communicated to Human Resources at that time.

3.2. Only performance evaluation tools pre-approved by Human Resources are to be used to evaluate employees. Both the employee and the manger should sign the performance review or acknowledge that it was conducted. Review by the second-level supervisor is required when an employee's performance is rated below satisfactory by the manager. The completed review must be made available to the employee.

3.3. An employee who does not agree with the final performance review may respond as outlined in section 4 of this procedure.

3.4. The university recognizes that there are many different approaches to performance management. Managers may choose to incorporate peer reviews and/or reviews by employees reporting to an administrator who have direct knowledge of an employee's performance. Efforts should be made to respect and protect the confidentiality of the feedback responses provided by participants.

3.5. Completed performance reviews will be retained by Human Resources, or other appropriate office as designated by the appropriate vice president or the President, in accordance with the system retention schedule.

4. EMPLOYEE RESPONSE PROCESS

4.1. If an employee does not agree with the manager and/or peer review, the employee should first discuss their concerns with their immediate supervisor. The employee can also submit comments in the annual review. The comments/written statement can be attached and filed along with the performance review.

4.2. If after discussing their concerns with their supervisor an employee still disagrees with the manager's review, then the employee should present their concerns, either verbally or in writing, to the second-level supervisor. The second-level supervisor will reach a decision as soon as possible, but not later than ten (10) working days from the date the concern was presented. If the second-level supervisor is the department head (non-academic unit) or dean/director (academic unit), then their decision will be final.

4.3. In the event that a satisfactory resolution is still not reached, the employee may bring the concern to the department head (non-academic unit) or dean/director (academic unit) either verbally or in writing. The department head/supervisor/dean/director will reach a decision as soon as possible, but not later than ten (10) working days from the date the concern was presented. The department head's/supervisor's/dean's/director's decision will be final.

4.4. If the issues presented to the second-level supervisor contain or involve civil rights concerns, these concerns will be forwarded by the manager to the Compliance Services office for review in accordance with system regulation *08.01.01, Civil Rights Compliance*.

Related Statutes, Policies, or Requirements

System Regulation *08.01.01, Civil Rights Compliance*
System Regulation *33.99.03, Performance Evaluations for Nonfaculty Employees*
University Procedure *33.99.03.C0.02, Performance Reviews of Academic Administrators*

This procedure supersedes:

1. *33.99.03.C1.01, Performance Management for Staff and Administrators*
2. *33.99.03.C1.01, Performance Evaluation for Nonfaculty Employees Excluding Administrators*
3. *33.99.03.C1.02, Performance Evaluation of Administrators*
4. *33.99.03.C0.01, Performance Management for Staff and Administrators*

Contact Office

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