

UIC POLICIES AND PROCEDURES

NUMBER 602 B	
MANUAL Human Resources	SECTION Organizational Effectiveness
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SUBJECT Employee Performance Review for Academic Professionals	EFFECTIVE 04/01/1997
REVISED 07/13/2009	
ISSUED BY Vice Chancellor for Human Resources	APPROVED BY Chancellor

PURPOSE

This policy is created to provide a structured methodology for monitoring and reviewing the performance of Academic Professionals in the work environment at UIC.

SOURCES AND BACKGROUND

Chancellor

APPLICABILITY

Academic Professionals, except those specifically excluded in writing by University rules or policies, or by requirements of accrediting bodies. This exclusion also applies to JCAHO accreditation processes for the Medical Center.

POLICY

The Employee Performance Review (EPR) Process is designed to provide structure and consistency for reviewing and monitoring workplace performance of Academic Professionals. The process starts with confirmation of annual goals and performance expectations. It ends each Fiscal Year in June with completion of the competency-based Performance Review Form. Each Employee Review Form will include feedback from managers, to their direct reports, on UIC Core Competencies: *Customer Service, Integrity, Cooperation, Accountability, and Communication*. Definitions and expected behaviors for each Core Competency are provided on the UIC HR website. Prior to completing an Employee Performance Review, managers are required to access <http://www.uic.edu/orgs/epminitiative/competencies/> to review Core Competency details. Additional procedures and tools associated with the Employee Performance Review Process may be reviewed at <http://www.uic.edu/orgs/epminitiative/eprcycle/>.

RESPONSIBILITY

1. Supervisor
2. Supervisor and Employee
3. Supervisor and Employee

ACTION

Provide employee with clear and current job description during the first week of employment.

Meet during the first week of employment (or when job duties change significantly) to establish annual performance goals and expectations. Meet as necessary throughout the year to monitor and discuss performance.

To conduct the Annual Performance Review, access UIC HR website at <http://www.uic.edu/orgs/epminitiative/eprcycle/> to review process and steps associated with the Performance Review

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4. Supervisor and Employee

concept. Complete steps as advised on the website to conduct the Annual Performance Review which will be the basis for merit increases that may be awarded.

If the Annual Performance Review reflects performance that is “below expectations,” a Performance Improvement Plan (PIP) should be defined to develop employee competence in areas requiring improvement.