

# UIC POLICIES AND PROCEDURES

NUMBER  
602 B

MANUAL Human Resources	SECTION Organizational Effectiveness	PAGE 1 of 2
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 process for monitoring and reviewing 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 annual goal achievement, as well as UIC Core Competencies: *Customer Service, Integrity, Cooperation, Accountability, and Communication*. Definitions and expected behaviors for “Competencies” are provided on the UIC HR website.

Prior to completing an Employee Performance Review, supervisors are encouraged to access <http://www.uic.edu/depts/hr/mycareer/eprprocess/competencies.html> to review UIC Core Competencies.

Additional procedures and tools associated with the Employee Performance Review Process may be reviewed at <http://www.uic.edu/depts/hr/mycareer/eprprocess/>.

## RESPONSIBILITY

1. Supervisor
2. 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 (and annually thereafter) to establish job performance goals and expectations. Meet as necessary throughout the year to monitor and discuss job performance.

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3. Supervisor and Employee

Schedule and conduct Annual Performance Review meeting.

Access the UIC HR website at <http://www.uic.edu/depts/hr/mycareer/eprprocess/> to review Employee Performance Review details. Follow steps as reflected on the website. The Annual Performance Review will be the basis for merit increases that may be awarded.

4. Supervisor and Employee

Discuss and confirm Performance Improvement Plan (PIP) if Annual Performance Review reflects “below expectations” job performance results.