Scope

This policy applies to all University employees, except faculty and student workers, who are not covered by a collective bargaining agreement or an individual employment agreement that provides contrary language.

Purpose

The University of Cincinnati (the “University” or “UC”) is committed to an employment culture that includes enrichment and growth. To that end, UC strives to provide its employees with a performance management process that contains clear performance objectives, feedback, and professional development opportunities. However, an effective performance management process requires a shared responsibility between an employee and supervisor.

This policy does not create any employee rights or expectations regarding employee evaluation or performance management. Moreover, employee discipline, up to and including termination, training, evaluation, and management are not contingent on adherence to this policy.

Policy

Supervisors and employees are expected to participate in the performance management process, which generally includes, but is not limited to:

- Establishment of goals, objectives, and professional development plan(s) for the coming year, to be approved by the supervisor.
- Ongoing communication that focuses on areas of achievement and improvement, professional development opportunities, overall performance, goals, and objectives. In addition, employees are expected
to reach out to their supervisor for feedback, training, and other professional development opportunities.

- A mid-year check-in between the employee and the employee’s supervisor to address the employee’s progress towards the established goals, objectives, and professional development plan(s).
- A written self-evaluation by the employee in advance of their annual performance evaluation.
- A written annual performance evaluation completed by employee’s supervisor. Assessment of employee performance is based on many factors that may include, but are not limited to: the employee’s self-evaluation; the University’s core values; feedback from other appropriate individuals; outcomes of goals and objectives; job duties and responsibilities; and other relevant, job-related requirements and expectations.

When an annual performance evaluation is completed, the supervisor and employee should each sign the annual performance evaluation to acknowledge receipt. Failure or refusal to acknowledge receipt does not invalidate the annual performance evaluation. The annual performance evaluation, the employee’s self-evaluation, and other related documentation are maintained in the employee’s personnel file.

Supervisors are advised to consult with their Central Human Resources business partner or their department/unit’s human resources representative when an employee’s annual performance evaluation evidences unsatisfactory employee performance.

The University’s electronic performance management and goals system may be used to facilitate the performance management process.