**FISCAL YEAR PROCESS**

To better align University strategic planning with both departmental and individual performance planning and assessment, UHCL’s Performance Assessment period coincides with our Fiscal Year (September 1 - August 31).

**PERFORMANCE ASSESSMENT SCHEDULE**

The Performance Assessment period for staff is **September 1 - August 31**.

Once the performance period closes on August 31, Supervisors need to complete Performance Assessments with their staff by **December 15, 2023**.

- This includes completion of the form, meeting with the employee, obtaining signatures, and submitting to the Human Resources department.

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<tr>
<th>Aug. 31</th>
<th>Sept. 1 – Dec. 15</th>
<th>Dec. 15 @ 5 PM</th>
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<tbody>
<tr>
<td>Review period ends</td>
<td>Complete Performance Assessments</td>
<td>All assessments must be dropped off at Human Resources (attention: Training &amp; Development) or emailed to <a href="mailto:HerreraEs@uhcl.edu">HerreraEs@uhcl.edu</a> no later than 5pm on 12/15/23.</td>
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<td>•</td>
<td>• Have performance conversations</td>
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**ASSESSMENT FORMS**

Assessment forms can be found on the **UHCL Human Resources** website under **Policies and Resources > Performance Management**.

**RELATED POLICIES**

- **SAM 02.A.11**: Staff Performance Appraisals
- **UHCL Memorandum of Administrative Policy 02.A.11**: Staff Performance Appraisals

**Merit salary adjustments will not be approved unless a current performance appraisal indicating meritorious performance has been conducted and is on file in Human Resources.**

**SPECIAL CIRCUMSTANCES**

- All employees should be reviewed based on the fiscal year period, unless you have received direct instructions otherwise from the Human Resources department.
- Employees should be reviewed for the period **September 1, 2022 through August 31, 2023**.
- New employees who are still in their probationary period should participate in the goal-setting process only.

**QUESTIONS**

If you have questions regarding process or have a situation that is not covered in the above information, please contact Esther Herrera, Senior Manager, Training & Development at herreraes@uhcl.edu.