UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-HUM-28 Revision 1 .1 Status: C
Title:	Periodic Performance Reviews
Description:	Establish the policy on University Periodic Performance Reviews
Category:	Human Resources
Applies to:	Staff,Faculty
Contact:	Human Resources
Purpose:	Depending on position and classification, the University of Central Oklahoma strives to review performance at least annually.
Policy Statement:	Reviewing performance is accomplished by establishing personal goals, objectives and personal development in a planning document. The process is *completed* and brought to closure when the actual performance is documented and celebrated, by capturing accomplishments and rating results, during an evaluation/review phase some 12 months later. The document used for staff is referred to as an Individual Performance Plan (IPP). Staff employees should receive a performance plan and evaluation (IPP) as part of the introduction process (also referred to as the probationary period). Following a successful introduction, an employee most likely will fall naturally into the annual cycle. A positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and are at the discretion of management. In addition to these formal performance evaluations, UCO encourages employees and supervisors discuss job performance on a frequent and ongoing basis.
Glossary of Terms:	
Legal Citation:	
Campus Links:	UCO Online Evaluation (IPP) System
FAQs:	
Formerly known as:	
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Effective date:	05/31/2011
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