1. STATEMENT OF POLICY:

Performance reviews provide regular staff members and supervisors the opportunity to discuss how well the staff member is meeting expectations, to clarify the staff member's job responsibilities and to explore possibilities for skills development and advancement. The Law School conducts annual performance reviews of all regular staff members.

The Law School has adopted a pay for performance program as part of its overall compensation strategy. Annual Merit Increase (AMI) is one method the Law School uses to reward successful performance. A successful performance review may, but does not necessarily, result in an AMI award.

2. POLICIES/PROCEDURES:

Performance Review

The Law School evaluates staff job performance annually. Performance review is a process by which a supervisor observes and evaluates a staff member’s progress and performance during the preceding review period. The performance review process is also a tool used by supervisors to help identify areas in which a staff member needs to improve, so that plans for improvement can be made.

For most staff, reviews are completed between April and July of each year. The performance review cycle commences on June 1 and ends on May 31 of the following year. Exceptions to this must be approved by Human Resources.

While performance feedback is an on-going process, each supervisor should meet individually with each member of his/her staff to conduct a formal performance evaluation. The performance evaluation process is interactive and supervisors should engage in dialogue with each staff member, solicit staff member input, provide feedback on the staff member's performance during the past year and set objectives for the upcoming year. This process should be documented using the University’s online performance review system.

Staff members who disagree with their performance review may attach a statement to the review that will become part of his/her personnel file.
Annual Merit Increase

The Law School’s goal is to grant performance based AMI increases. However, the awarding of AMI also is impacted by other factors including, but not limited to, Law School budgets and the availability of funds for AMI. A staff member who is on a performance improvement plan (PIP) at the time AMI awards are determined generally is not eligible for an AMI increase.

AMI is granted annually to eligible staff at the Law School’s sole discretion. Staff members hired after the AMI process has commenced (June 1) are eligible for consideration of an AMI increase in the following year’s performance review and AMI cycle. Staff members, who have not successfully passed the Introductory Period, at management’s discretion, may either have the AMI award postponed until the Introductory Period is completed or be eligible for consideration of an AMI increase in the following year’s performance review and AMI cycle. AMI increases to a staff member’s annual base pay are implemented beginning with the first full pay period in October, but may be changed to an earlier or later determined date at the Law School’s sole discretion.

AMI individual awards are determined by Division/College/School management and are subject to approval by the appropriate Senior Vice President/Dean.