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SUMMARY:

This document describes the process of providing feedback for other funded positions in the categories of research grant, temporary grant and time-limited.

POLICY:

I. POLICY

This document describes the process of providing feedback to research grant, temporary grant and time-limited employees. USE OF THIS DOCUMENT DOES NOT CONSTITUTE A CONTRACT NOR DOES IT GUARANTEE EMPLOYEE CONTINUATION OR REAPPOINTMENT.

II. POLICY STATEMENTS

A. This is the official University performance overview for research grant, temporary grant and time-limited employees. It is intended to provide feedback about the employee’s success in carrying out his/her job responsibilities.
B. Other funded positions will be reviewed annually.

C. The performance overview will be conducted by the employee’s direct supervisor.

III. PROCEDURE

A. The Office of Human Resources and Equal Opportunity will coordinate the performance overview process for other funded positions subject to this policy. The annual overview date will be April 30 of each year.

B. An employee with a hire date on or after November 1 will not receive a performance overview on April 30 following the hire. Pending reappointment, the employee will receive a performance overview in the subsequent year.

C. The original completed document should be submitted to the Office of Human Resources and Equal Opportunity for placement in the employee’s personnel file.

D. A copy of the completed document should be given to the employee for his/her records.

E. The supervisor should send a copy of the completed document to his/her next level supervisor.