EHRA Non-Faculty Performance Management
Frequently Asked Questions

General Questions

Why were the Regulations on Annual Performance Evaluations for EHRA Non-Faculty employees revised?

UNC-System Office (formerly UNC-General Administration) adopted new regulations on annual performance evaluations for non-faculty EHRA employees in an effort to streamline the process across the UNC System and to provide a consistent mechanism for identifying employees eligible for legislatively authorized bonus pay based on meritorious performance.

Does the implementation of this new program impact EHRA Faculty employees?

No, the revised regulations apply to EHRA Non-Faculty employees.

Are any alternate performance tools for EHRA Non-Faculty employees being utilized?

Established performance appraisal procedures for the following employee categories: SAAO Tier 1s, Athletic Coaches, Post-Docs, and EHRA Non-Faculty employees who concurrently hold tenured faculty appointments continue unchanged.

Will the revised EHRA Non-Faculty Performance Evaluation Program be online?

For the 2017 – 2018 performance evaluation cycle, schools/divisions will continue to use a paper process with a revised tool. However, we anticipate that an electronic process will be implemented in the future.

How frequently are supervisors required to evaluate EHRA Non-Faculty employees under the revised regulations?

Supervisors must formally evaluate EHRA Non-Faculty employees on at least an annual basis, before the end of the fiscal year to help ensure effective work efforts and to focus on the continued successful achievement of the University’s goals and objectives.

When are the annual evaluations due to be delivered to employees?

No later than July 31, 2018.

Who do I contact if I have additional questions about the EHRA Non-Faculty Performance Evaluation Program?

Contact your designated EHRA Non-Faculty HR Consultant in the Office of Human Resources.
Performance Evaluation

Has a standard performance evaluation tool been developed as part of the new program?

Yes. OHR have revised a current performance appraisal tool to incorporate the requirements outlined in the regulation. However, for the 17-18 performance cycle, departments may use their existing performance appraisal instrument as long as the document includes a final overall rating, the rating is communicated in writing to the employee and reported to OHR.

How many goals and objectives are supervisors expected to set under the new program?

Supervisors are expected to set at least three goals and objectives for each employee at the beginning of the performance evaluation cycle. Goals and objectives should focus on key deliverables and may be, among others:

- **Critical-Function**, which highlight some of the most critical work needs in the employee’s position
- **Compliance-Focused**, which ensure compliance with relevant policies, procedures, regulations, and/or job requirements
- **Project-Oriented**, which may be regular or one-time work that is particularly significant during the cycle
- **Work-Unit**, which improve and/or sustain work product or related team dynamics
- **Division-Wide**, which are often tied to University strategic goals and/or initiatives
- **Forward-Focused**, which align with both the work unit’s and the University’s strategic goals and mission

Supervisors are encouraged to create S.M.A.R.T. goals, ensuring that the goals and objectives are specific, measurable, attainable, relevant, and time-bound.

Are supervisors required to list professional development activities for each employee?

Yes. As they have in the past and as the regulations require, supervisors are expected to list/describe job-related professional development activities for the employee for each performance cycle.

What types of professional development activities may be included?

Professional development activities may include activities for employee growth and/or to address performance. Some examples of professional development activities may include training programs, committee work, conference attendance and/or presentations, or other related activities that maintain, develop or broaden employee skills relevant to the employee’s position, career path, or service to the University.

Are interim/mid-year reviews required?

While supervisors are strongly encouraged to meet with employees during the performance cycle to discuss the employee’s performance on established goals and objectives, interim/mid reviews are not required according to the revised regulation. However, individual schools/divisions/units may require supervisors to conduct interim/mid-year reviews.
Are supervisors required to assign a final overall rating to EHRA Non-Faculty employees?

Yes. According to the revised regulation, supervisors are required to provide EHRA Non-Faculty employees with an annual overall performance rating that represents the supervisor’s assessment of the employee’s total performance during the entire performance cycle based on the following 3-point rating scale:

- **Exceeding Expectations**: Routinely performs above expected performance of assigned duties and is generally considered among the highest performing employees within the work unit.
- **Meeting Expectations**: Generally performs at, and on occasions may exceed, a successful level of performance of assigned duties.
- **Not Meeting Expectations**: Often performs below an acceptable level of performance of assigned duties or has demonstrated substantial performance deficiencies in certain assigned duties.

Does the University have a quota system for the number of ratings allowed at each level of performance?

No; the University does not have a quota system for the number of ratings allowed at each level. Supervisors are responsible for providing accurate and honest assessments of employee performance during the entire performance cycle.

Are employees required to sign the performance appraisal?

Yes. Employees are required to sign the performance evaluation tool at the completion of the performance evaluation session with their supervisor, as their signature acknowledges receipt of the document.

Employees may include comments in response to the supervisor’s assessment of their performance, and any other relevant comments regarding performance, on the Employee Comments section of the Annual Performance Evaluation section. Alternatively, employees may attach comments to the document.

What if an EHRA Non-Faculty employee is assigned an overall rating of Not Meeting Expectations on their annual performance evaluation?

Supervisors who have concerns regarding an employee’s job performance and/or personal conduct should discuss their concerns with the school/division Human Resources office or contact their designated Employee and Management Relations Consultant.

Employees who have concerns about the performance evaluation should also contact their school/division Human Resources office or a member UNC’s Employee and Management Relations team.