



TRANSMITTAL LETTER

The University of North Carolina
General Administration

Transmittal Number 111
May 10, 2017

THIS LETTER TRANSMITS CHANGES TO THE *UNC POLICY MANUAL*

[300.2.18\[R\]](#) *Regulations on Annual Performance Appraisals for Staff Exempt from the North Carolina Human Resources Act (EHRA Non-Faculty)*

These regulations were adopted and approved by President Spellings on May 8, 2017.

[1000.1.7\[R\]](#) *Regulations on the Fixed Tuition Benefit*

These regulations were adopted and approved by President Spellings on May 8, 2017.

The *UNC Policy Manual* can be accessed online at:
<http://www.northcarolina.edu/apps/policy/index.php>

An Equal Opportunity/Affirmative Action Employer

300.2.18[R]
Adopted 05/08/17

Regulations on Annual Performance Appraisals for Staff Exempt from the North Carolina Human Resources Act (EHRA Non-Faculty)

- I. Purpose. Regular performance appraisals provide an opportunity for employees to understand how their responsibilities and performance expectations align with the goals and priorities of their work unit, with their institution's strategic initiatives, and with the University's strategic plan. It also provides a defined cycle of review for managers and employees to assess employee success toward meeting these operational needs and also professional development goals. As such, this regulation describes the expectation that UNC General Administration and all constituent institutions shall provide an annual performance appraisal to employees covered by this regulation.
- II. Requirement for an Annual Performance Appraisal
 - A. It is a requirement of the University of North Carolina that UNC General Administration ("UNC-GA") and all of its constituent institutions shall provide an annual performance appraisal to permanent EHRA non-faculty employees (except those excluded in section III.B., below) on no less than an annual basis.
 - B. Interim or mid-year performance appraisals may be accomplished when deemed appropriate but are not required.
- III. Applicability and Exclusions
 - A. Unless otherwise exempted in subsections B., and C., below, this requirement shall apply to all EHRA non-faculty employees ("covered employees") as defined by Sections 300.1.1 and 300.2.1 of the UNC Policy Manual.
 - B. Constituent institutions may establish alternative performance appraisal procedures for the following position types. If no alternative procedure is established, then employees in these positions shall be subject to the requirements of this regulation.
 1. EHRA non-faculty employees of UNC General Administration at the level of president, senior vice president, vice president, and chief of staff subject to Section 300.1.1.I.A., of the UNC Policy Manual;
 2. EHRA non-faculty employees of the constituent institutions at the level of chancellor, provost, vice chancellor, dean, or substantially similar titles, and any other individuals subject to Section 300.1.1.I.A., of the UNC Policy Manual;
 3. EHRA employees who concurrently hold tenured faculty appointments; 4. Athletic directors, head coaches, and associate and assistant coaches; and
 5. Post-doctoral scholars.
 - C. This requirement shall not apply to temporary and other non-benefit eligible EHRA employees.
- IV. Format
 - A. The Office of Human Resources at UNC-GA shall publish a standard performance appraisal instrument (instrument) for use annually by the constituent institutions and UNC-GA. Use of this instrument shall be mandatory unless a constituent institution implements an alternate procedure and/or instrument in accordance with subsection B., below.
 - B. At its option, a constituent institution may develop and implement one or more alternate performance appraisal procedure(s) and instrument(s) for covered employees or subsections of

covered employees. In the event alternative procedures and/or instruments are established, the following elements must be included:

1. A statement that identifies the major strategic priorities of the University of North Carolina in accordance with the most current institutional and system-wide strategic plans;
2. A description of goals and objectives for the employee for the cycle;
3. A description of any job-related personal or professional development activities for the employee for the cycle;
4. A summary of the employee's observed performance during the cycle, including outcomes related to assigned goals and objectives; and
5. An annual performance rating ("overall rating") that represents the supervisor's assessment of the covered employee's total performance during the cycle and conforms to the rating methodology described in section V., below.

C. Performance Cycle

1. Each constituent institution may determine its annual cycle for conducting performance appraisals for covered employees provided that the cycle shall begin no earlier than April 1 and no later than July 1 of each year.
2. Each constituent institution shall provide to the UNC-GA Human Resources the overall rating for each covered employee in a prescribed digital format no later than August 31 of each year.

D. A constituent institution choosing to implement alternate procedures and/or instruments must ensure the current instrument is available on the institution's website or otherwise available upon request by UNC-GA Human Resources.

V. Rating Methodology

A. Constituent institutions have the flexibility to use the rating scale on the standard performance appraisal provided by UNC-GA Human Resources or to establish their own rating scale(s) as part of an alternate appraisal procedure.

B. Regardless of the rating system employed within an institution, the overall rating reported to UNC-GA Human Resources (section IV.C.2., above) must convert to the following three-point scale for UNC-GA Human Resources reporting purposes:

1. Employees rated as "Not Meeting Expectations" often perform below an acceptable level of performance of their assigned duties or have demonstrated substantial performance deficiencies in certain assigned duties.
2. Employees rated as "Meeting Expectations" generally perform at, and on occasions may exceed, a successful level of performance of their assigned duties.
3. Employees rated as "Exceeding Expectations" routinely perform above expected performance of their assigned duties and are generally considered among the highest performing employees within the work unit.

C. Prior to any performance ratings being shared with covered employees, each defined organizational unit shall facilitate a process that ensures consistent application of ratings across similar positions.

VI. Communication with Supervisors and Employees

A. Each constituent institution and UNC-GA shall deliver either face-to-face and/or on-line training materials for both supervisors and employees that describe the performance appraisal process and the roles and responsibilities for each party in this process. UNC-GA Human Resources

will publish a standard template for this training, although the constituent institutions may develop alternate customized training content, if desired.

B. Each covered employee shall receive no less than one face-to-face meeting (or telephone or video conference meeting in the instance of a remote or teleworking employees) in which the supervisor reviews the employee's annual performance, the overall rating, and the specific expectations for goals, objectives, and professional development activities for the upcoming cycle.

C. Supervisors should provide employees regular feedback throughout the cycle on their performance.

D. Employees shall be provided an electronic or written copy of their completed performance appraisal, and shall be required to acknowledge receipt of their appraisal either through signature or electronic confirmation.

VII. Effective Date. The requirements of this regulation shall be effective on the date adopted by the president.

