
FISCAL YEAR PROCESS

To better align University strategic planning with both departmental and individual performance planning and assessment, UHCL's Performance Assessment period coincides with our Fiscal Year (September 1 - August 31).

PERFORMANCE ASSESSMENT SCHEDULE

The Performance Assessment period for staff is **September 1 - August 31**.

Once the performance period closes on August 31, Supervisors need to complete Performance Assessments with their staff by **December 13, 2024**.

- This includes completion of the form, meeting with the employee, obtaining signatures, and submitting it to the Human Resources department.

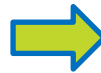
Aug. 31

- Review period ends



Sept. 1 – Dec. 13

- Complete Performance Assessments
- Have performance conversations



Dec. 13 @ 5 PM

- All assessments must be dropped off at Human Resources (attention: Training & Development) or emailed to HerreraEs@uhcl.edu no later than **5pm** on **12/13/24**.

ASSESSMENT FORMS

Assessment forms can be found on the **UHCL Human Resources** website under [Policies and Resources > Performance Management](#)

RELATED POLICIES

- [SAM 02.A.11](#): Staff Performance Appraisals
- [UHCL Memorandum of Administrative Policy 02.A.11](#): Staff Performance Appraisals

Merit salary adjustments will not be approved unless a current performance appraisal indicating meritorious performance has been conducted and is on file in Human Resources.

SPECIAL CIRCUMSTANCES

- All employees should be evaluated based on the fiscal year period unless you have received direct instructions otherwise from the Human Resources department.
- Employees should be evaluated for the period **September 1, 2023 through August 31, 2024**.
- New employees who are still on their probationary period should participate in the goal-setting process only.

QUESTIONS

If you have questions regarding process or have a situation that is not covered in the above information, please contact Esther Herrera, Senior Manager, Training & Development at herreraes@uhcl.edu