

Performance Review Timeline

This timeline is intended to be a quick overview to guide Area Leaders (AL) through the performance review process. Use this document in conjunction with the Performance Review (PR) Process Job Aid which contains more details.

Timeline – *(see additional detail in the Performance Review Process Job Aid)*

- **December**

- Documents solicited from educators with deadline of January 15
- Asst Dir of OPs announces date in January with ALs to review support staff calibration
- AL hold dates for PRs for support staff in January following calibration
- Admin Support will create spreadsheet listing support staff for calibration meeting discussion
- Admin Support requests up-to-date list of employees by Area from HR
- Admin Support creates annual PR folder within AL Performance Review Files in BBox
- Admin Support begins to populate PR templates for support staff

- **January**

- Admin Support sends reminder to program staff about deadline for documents and collects documentation for AL
- Calibration zoom to discuss ratings of support staff is held between Asst Dir of OPs and ALs
- Asst Dir of OPs announces date in February with ALs to review program staff calibration
- Admin Support will create spreadsheet listing program staff for calibration meeting discussion
- ALs hold dates for PRs for program staff starting (following calibration) in late February through end of April
- Admin Support can assist with scheduling of PR dates with educators (and support staff)
- Admin Support begins to populate appropriate PR templates for educators using portions of documentation submitted by January 15 deadline
- Asst Dir of OPs will confirm with department chair the faculty PR process for the current year and share details with the ALs

- **February**

- Calibration zoom to discuss ratings of program staff is held between Asst Dir of OPs and ALs
- ALs can begin to prepare drafts of PRs with tentative ratings and finalize after calibration meeting. Faculty reviews should be drafted first to allow time for additional input from the department chair.
- Admin Support finalizes schedule of PR meetings with educators and sends out confirmations to participants
- Admin Support will proof document prior to AL presenting them to the employee (if requested by ALs)
- ALs start to conduct PRs with educators following calibration

- **March**

- ALs continue to conduct PRs

- **April**

- ALs finish conducting PRs
- ALs provide Admin Support with all signed PRs
- Admin Support will scan final documents and upload into BBox
- Admin Support will send the scanned final PR for all staff to CFAES HR

- **May - June**

- Dir of OPs will submit salary recommendations to CFAES HR with the assistance of the Asst Dir of OPs and input from the ALs
- Options for possible bonus' are determined at the College and University level and, if available, input on these bonuses will be requested at the appropriate time

- **August**

- ALs will set Fall Visit dates with all employees

- **September**

- Dir of OPs will provide the final/approved salary information to the respective ALs when received from CFAES HR
- ALs will receive salary letters for all staff in their respective areas and distribute

- **October and November**

- ALs perform Fall Visits

