



## Ohio Administrative Code

### Rule 3337-40-05 Performance management for administrators.

Effective: September 28, 2022

---

#### (A) General policy statement

Performance management activities should promote and support the institution's commitment to developing and retaining high-performing, diverse workforce critical to supporting Ohio university's mission and initiatives. University human resources ("UHR") manages official guidelines, procedures, timelines and tools to ensure a consistent and effective approach to performance management across the institution.

#### (B) Program objectives

Ohio university will maintain a performance management program that:

- (1) Facilitates alignment of institutional goals and priorities with individual contributions of employees.
- (2) Enables supervisors to set expectations for employees in a collaborative manner.
- (3) Provides an effective framework for ongoing, useful feedback and coaching.
- (4) Ensures employees are provided formal feedback about their performance at least annually.
- (5) Provides objective and consistent methodologies for measuring performance facilitating the university's merit-based compensation practices.
- (6) Promotes the professional growth and development of employees in support of more effective performance and succession planning.

#### (C) Annual goal setting and evaluations



Supervisors shall establish and record annual performance goals and expectations with their direct reports as early as possible in the performance cycle or when directed by their department or planning unit. Before the end of the performance cycle, supervisors, including temporary or interim supervisors, shall complete a formal year-end evaluation. Excluding executive level positions, all evaluations shall be reviewed and signed by the supervisor and the second level supervisor or designee as specified in operational guidelines.

Supervisors should refer to <https://www.ohio.edu/hr/performance/> for specific forms, guidelines, tools, and other resources to be used in the performance management process.

Non-compliance will be escalated to achieve compliance.

Performance evaluations are not grievable. Employees may submit additional comments to be included in their personnel file with their completed evaluations. Employees that feel that their evaluation is a violation of policy 40.001 "Equal Employment and Educational Opportunity," should contact the office of equity and civil rights compliance.