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P&G | Performance Processes

The UVU Employee Performance Development process is driven in large part by conversations and activities designed to strengthen partnerships between employees and leaders with the goal of promoting an environment of Exceptional Care, Exceptional Accountability, and Exceptional Results.

UVU requires that the results of some of these conversations are recorded in designated systems. The goal of these regular conversations is to:

- Promote regular, meaningful feedback, coaching, and support to employees at all levels
- Maintain continuous open lines of communication
- Provide a tool to plan, maintain, and continuously improve future performance
- Promote a collaborative work environment to achieve goals and objectives together for individuals, departments, divisions, and the University

There is no beginning or end to the regular conversation cycle and activities. Feedback, support, coaching, and participation is intended to be continual. These structured conversations are just one of the tools we use for feedback and achieving growth. All employees are expected to foster a positive culture of feedback, learning, and growth within their own teams.

LINKS & RESOURCES

UVU PERFORM

The performance development system used for recording staff performance conversations.

FACULTY PORTFOLIO

Information about the system used for maintaining faculty portfolios.

UVU Performance Development Process Timeline

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
STAFF				Annual Review			Goal Setting		Supervisor Review		Midyear Check-in	
EXEC				Annual Review & Calibration		Goal Setting			Supervisor Review		Midyear Check-in	
FACULTY									Supervisor Review			

STAFF PERFORMANCE DEVELOPMENT

Goal Setting (July 1 - July 31)

The process of setting goals for the upcoming year. Some goals will cascade down from executives when they set their goals in June, and some will cascade down from supervisors to the respective teams and should contribute to the goals and strategic mission of the university.

A conversation should take place between the employee and their supervisor about their goals throughout June, prior to recording the goals in UVU Perform.

Midyear Check-In (November 1 - November 30)

The process of checking in on the goals set during the Goal Setting conversation to see if the employee is on track and what additional resources they need to meet their goals.

A conversation should take place between the employee and their supervisor prior to recording the check-in in UVU Perform.

Annual Review (March 15 - May 15)

The process of evaluating if the employee met their goals set during the Goal Setting conversation and how well they are meeting the Employee Competencies.

A conversation should take place between the employee and their supervisor after both the employee and the supervisor have completed their portions of the review. This is an opportunity for the supervisor to provide reinforcing and constructive feedback, discuss additional coaching and growth opportunities, and to clarify performance expectations.

LINKS & RESOURCES

UVU PERFORM

The performance development system used for recording staff performance conversations.

Staff Goal Setting



Staff Executive Midyear Check-in



Staff Annual Review



EXECUTIVE PERFORMANCE DEVELOPMENT

Goal Setting (June 1 - June 30)

The process of setting goals for the upcoming year. Executives may cascade goals down to other division leaders and to the respective teams and should contribute to the goals and strategic mission of the university.

Midyear Check-In (November 1 - November 30)

The process of checking in on the goals set during the Goal Setting conversation to see if the executive is on track and what additional resources they need to meet their goals.

A conversation should take place between the executive and their supervisor prior to recording the check-in in UVU Perform.

Annual Review (March 15 - May 15)

The process of evaluating if the executive met their goals set during the Goal Setting conversation and how well they are meeting the Executive Competencies.

A conversation should take place between the executive and their supervisor after both the executive and the supervisor have completed their portions of the review. This is an opportunity for the supervisor to provide reinforcing and constructive feedback, discuss additional coaching and growth opportunities, and to clarify performance expectations.

LINKS & RESOURCES

UVU PERFORM

The performance development system used for recording staff performance conversations.

Executive Midyear Check-in



Executive Annual Review



FACULTY PERFORMANCE DEVELOPMENT

Overview

Watermark Faculty Success (formerly Digital Measures) is used to process and maintain faculty performance evaluations, in addition to being used for faculty portfolios that track faculty professional activity and rank, tenure and promotion (RTP) file preparation.

LINKS & RESOURCES

FACULTY PORTFOLIO

Information about the system used for maintaining faculty portfolios.

SUPERVISOR REVIEW

Supervisor Review (September 1 - September 30)

The anonymous process of employees rating their supervisors on how well they are meeting the Leadership Expectations. Supervisors will be provided with the aggregate ratings for each of the 42 statements as long as they receive at least one response.

A conversation should take place between a supervisor and their team AFTER supervisors have received their results. This conversation includes the Leadership Development Plan the supervisor has created to improve their leadership skills based on the results from the Supervisor Review.

Supervisors of student employees and/or associate/assistant deans can request feedback by filling out the corresponding request form.

LINKS & RESOURCES

UVU PERFORM

The performance development system used for recording staff performance conversations.

SUPERVISOR REVIEW QUESTIONS

A list of the 42 statements on which employees will rate their first- and second-level supervisors.

LEADERSHIP DEVELOPMENT PLAN

A template for supervisors to fill out after they receive their results from the Supervisor Review.



SUPERVISOR REVIEW TRAINING

A recording of one of People & Culture's trainings on the philosophy, components, and reports for the Supervisor Review.

LEADERSHIP COMPETENCY EXPERIENCE

Information about leadership competencies and expectations and how they are utilized at UVU.

STUDENT EMPLOYEE SUPERVISOR REVIEW REQUEST FORM

Supervisors of student employees complete this form to request feedback from their student employees (UVIDs of student employees required).



ASSOCIATE / ASSISTANT DEAN REVIEW REQUEST FORM

Associate/assistant deans complete this form to request feedback from the faculty in their college (UVIDs of faculty required).

