Motion Regarding HR Design Language for Performance Management
Submitted by Academic Staff Executive Committee (ASEC)

Background

Initial Motion

On November 12, 2012, the Academic Staff Assembly (Academic Staff Document # 490)voted in favor of the following amendment to the document "Strategic Plan for a New UW-Madison Human Resource Center" (HR Design):

> Strike all text after cycle. Please note the text that was stricken is underlined below.

> *The university will require that all units implement a standard performance management cycle that includes the following as a minimum standard:*
> *-Setting goals that incorporate both work and employee development goals*
> *-Conducting a mid-year check-in with each employee*
> *-Providing a year-end written evaluation that assesses employee progress against agreed-upon goals and identifies developmental needs and opportunities*

These changes were incorporated in UW-Madison, and the revised plan was submitted to the Board of Regents.

New Proposed Language

On March 6, 2014, the Academic Personnel Office brought forward the following language in a draft policy for Performance Management to ASEC for input. Because it could violate the spirit of the motion that was passed in 2012, ASEC moved to bring this language to the Assembly. The current proposed language reads:

> *At a minimum, each program must include the following:*
> *1. **Expectations and goal-setting**. … .*
> *2. **Informal conversations**. … .*
> *3. **Mid-point conversation**. … .*
> *4. **Summary evaluation**. … . This conversation should, at a minimum, include a discussion of the following:*
> > *a. Whether the employee's performance met expectations*
> > *b. Whether the employee achieved annual goals*
> > *c. Professional development needs and opportunities*
> > *d. Options to develop additional skills and knowledge to foster career growth.*

> *These conversations must be documented. However, there is no prescribed format for this documentation. The documentation can range from a comprehensive written evaluation to a signed checklist that ensures the discussion covers all of the necessary elements of a performance evaluation. The summary performance evaluation should address the performance/development topics covered in the earlier discussions. It is important to emphasize that supervisors should provide regular feedback throughout the performance period, not just at the designated*

Motion
Be it resolved that the UW-Madison Academic Staff Assembly allows use of the phrases (new proposed language), which were originally stricken by the Academic Staff Assembly from the draft "A Strategic Plan for a New UW-Madison Human Resource System" report, by the Academic Personnel Office if desired in new HR Design documents.