

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

Motion (For Vote)

Be it resolved that the UW-Madison Academic Staff Assembly allows the Academic Personnel Office to use the language below in new HR Design documents.

Proposed Language

The draft language below is included in a draft policy on Performance Management (changes in red and strikeouts are changes from Document #522). 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~~ **needs to** include the following:*

- 1. **Expectations and goal-setting.***
- 2. **Informal conversations.** **Informal conversations do not need to be documented.***
- 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.*

*The **expectations and goal-setting, mid-point and summary** conversations must be documented. However, there is no prescribed format for this documentation. The documentation can range from **a simple checklist** signed by the supervisor and employee that ensures the discussion covers all of the necessary elements of a performance evaluation to a comprehensive written evaluation ~~to a signed checklist that ensures the discussion covers all of the necessary elements of a performance evaluation.~~*

Background

On November 12, 2012, the Academic Staff Assembly (Document # 490) passed the amendment below striking most of this text from the "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 the plan, and the revised plan was submitted to the Board of Regents.