

April 12, 2006

UCSC Staff Managers, Supervisors and Employees

Re: Revisions approved to Personnel Policy for Staff Members (PPSM) 23–Performance Appraisal

Revisions to PPSM 23-Performance Appraisal have been approved by the University's Office of the President (UCOP) and are effective immediately. These revisions to PPSM 23-Performance Appraisal support the University's commitment to employee professional growth and career development.

Changes to PPSM 23-Performance Appraisal include the following:

- Language has been added regarding the importance of ongoing communication between a supervisor and an employee in order to enhance job performance, professional development and career growth.
- The policy emphasizes the need for clearly articulated performance expectations and goals in the written performance appraisal process, and in the identification of options for acquiring additional skills and knowledge.
- In addition, the policy name was broadened from "Performance Appraisal" to "Performance Management" to reinforce and support the concept that performance management is an ongoing process that extends beyond an annual performance review.

The revised UC policy and procedure guidelines for PPSM 23 are available online at:

http://atyourservice.ucop.edu/employees/policies/staff_policies/index.html

Although PPSM 23 applies to non-represented staff employees, UCSC performance management procedure guidelines for all staff employees are under development and will be released in the near future. In addition, Staff Human Resources is undertaking a campus performance management initiative, which includes the 2005-2006 performance appraisal call for all staff, both represented and non-represented

Later this month, Staff Human Resources, working in collaboration with campus supervisors and managers, will communicate more information regarding this initiative.

Questions regarding the performance management initiative may be directed to Cecile Morris, Staff Human Resources, Cecile@ucsc.edu (459-3935). Questions regarding PPSM 23-Performance Management policy may be directed to Cathy Schoenfeld, Staff Human Resources, pafo@ucsc.edu (459-2014).

Sincerely,
Willeen McQuitta
Director, Staff Human Resources

Cc: Campus Provost/EVC Kliger
Vice Chancellor Vani