



## RUTGERS POLICY

**Section:** 60.4.9

**Section Title:** Managerial, Professional, Supervisory, Confidential and Administrative Staff

**Policy Name:** Performance Appraisal of Managerial, Professional, Supervisory, and Confidential (MPSC) Staff

**Formerly Book:** 3.5.9

**Approval Authority:** Senior Vice President for Finance and Administration

**Responsible Executive:** Senior Vice President for Finance and Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 7/1995

**Revisions:** 5/17/2005; 4/2008

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**

The policy provides an overview of the purpose and procedures of the university's Pay-for-Performance program, which is designed to encourage exemplary work and reward meritorious performance.

2. **Reason for Policy**

To inform employees and supervisors of the yearly performance appraisal process and the establishment of key performance goals and standards for each position.

3. **Who Should Read This Policy**

All university employees

4. **Related Documents**

Pay-for-Performance Program Information  
<http://uhr.rutgers.edu/comp/P4POverview.htm>  
Pay-for-Performance Forms  
<http://uhr.rutgers.edu/GetAForm.htm>

5. **Contacts**

University Human Resources Consulting Services 732-932-3020

6. **Policy**

I. **Performance Appraisals for Managerial, Professional, Supervisory, and Confidential (MPSC) Staff**

Full- and part-time Managerial, Professional, Supervisory, and Confidential (MPSC) staff members are formally appraised at least annually by their supervisors via a confidential feedback session. Performance appraisals are critical to the success of the university's

Pay-for-Performance program, which fosters an environment of excellence and professional growth and links pay to performance. Performance appraisals are the basis for awarding salary increases and performance bonuses and will be conducted in accordance with the guidelines set forth in the university's Performance Appraisal Guide.

Performance appraisal instructions and forms are disseminated each year by University Human Resources. The written result of each annual review shall be retained by the reviewer and placed in the department personnel file of the employee concerned. A copy of the completed appraisal form review shall be given to the employee reviewed.

## **II. Purpose**

Performance appraisals serve the following purposes:

- Establish performance goals and standards for employees that will contribute to the overall university goals of excellence; and
- Provide regular dialogue between the supervisor and employee in which the supervisor identifies and discusses with the employee the performance standards for key job responsibilities and communicates to the employee the extent to which he or she meets the performance standards.

## **III. Review Process if Appraisal Procedures Are Not Followed**

Employees may seek a review of their performance appraisal under one or more of the following conditions:

- The employee claims that pay-for-performance procedures were not followed;
- There was a demonstrable factual inconsistency;
- The employee was not evaluated according to the performance standards for his or her job.

The review process allows the employee to formally request in writing a review of his or her appraisal by the employee's immediate supervisor and subsequent levels of supervision up to the vice president or provost for the employee's area. In all cases, the decision of the vice president or provost is final.

The form and instructions on how to invoke the review process are available at: <http://uhr.rutgers.edu/comp/P4PReviewProcess.htm>.