

Performance Excellence Program 2009 (PEP) News

The Performance Excellence Program (PEP) form has been revised by the Evaluation Committee and changes were approved by the Administrative Services Committee in March 2009. We also are in the process of making the PEP a fully automated process. The first step toward this goal is being implemented for this round of evaluations as follows:

1. How has PEP process changed?

In mid May you will be receiving via e-mail a number of PEP forms in a Microsoft Word attachment which will contain a PEP form for each staff member. The forms will be e-mailed to supervisors in one document and will contain populated fields on the top of the form that you would have normally filled out by hand or typed. Supervisors will be able to print these and use them as in the past. The advantage is that the data will be gathered for you and you will just focus on the evaluation process and part of the form. Another advantage is that you can digitally save the MS Word forms. The online PDF can only be printed and not saved.

2. Do staff's procedures change too?

Staff will continue to be able to download the form from our website and use it. The form is available at www.austincc.edu/hr/eval/staff.php . If desired, staff can start using this form for their self-evaluation process.

3. Is the employee required to complete a self-evaluation?

Employees are not required to fill a self-evaluation form. As you know, there are two approaches *recommended*: 1) The supervisor and employee each complete a draft of the Employee Performance Review form prior to the review session, or 2) The supervisor and employee review a blank form independently, making no marks on it, and then come together and complete the form (for more info go to www.austincc.edu/hr/eval/forms/pepmanualrev0505.pdf page 9).

4. Have the timelines changed?

Timelines have not changed. Perhaps the only change is that in order to extend the time frame for upward evaluations, we will be sending links and passwords out on e-mail week of April 20 and the site will be deactivated in mid May. The timeline otherwise stays the same: Our office will process this information and will provide it to the next level supervisors May/ June. From mid May through July, staff evaluation can take place. And June through July, supervisors can be evaluated by their next level supervisor. The deadline for all evaluations will be the third Friday of July (7/17/09). For more information on upward evaluation go to www.austincc.edu/hr/eval/upward_eval.php

5. Where do I find timeline information?

Staff Evaluation Timelines can be found at: www.austincc.edu/hr/eval/staff.php .

6. Do supervisors return forms in the same way?

For this round of evaluations (2009), you will continue to mail the supervisor evaluation to the office of Faculty and Staff Evaluation (with self evaluation if completed). It is preferred that you compile the evaluations for staff and mail them to us as a complete packet. We also need you to note on the evaluation form if changes have taken place in your staff—e.g., maternity leave,

extended sick leave, person works elsewhere, etc.— or anything that prevents you from performing the evaluation of an employee. With the populated forms, it will be easier to accomplish this.

Faculty and Staff Evaluation office appreciates your taking the time and the attention given to this important process. If you have any question, call Dr. Martha Perez at 223-7745 or e-mail mperez3@austincc.edu .