

UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES
(UPG)

UPG #1

ANNUAL REVIEW AND PAYPLAN DISTRIBUTION

1.01 Existing policies (Faculty 3.21, Academic Staff 10.04) should be fully implemented and interpreted to include an annual review (assessment of performance). A record of the review should be maintained at the department/administrative unit level (with a copy provided to the employee being reviewed and a copy placed in the employee's personnel file).

1.02 The annual review should concentrate on the most critical tasks identified in the plan of work and/or position description. At a minimum, the review should seek to improve performance through:

- (1) A review of key objectives established for the past year, including:
 - (a) assessment of progress in attaining objectives; and
 - (b) an examination of reasons for not attaining objectives.
- (2) An agreement upon a set of key objectives for the coming year.

If the annual review is of a non-tenured faculty or probationary staff member, it would be most appropriate that an assessment of progress along the tenure/indefinite appointment track be included.

1.03 Faculty and academic staff should be appropriately represented in determining criteria and methods for annual reviews and payplan distribution.

1.04 Merit distribution should depend on annual reviews.

Established September, 1981
Revised January, 1995
Revised September, 2001