

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
EMPLOYEE RELATIONS: PERFORMANCE EVALUATION



UNIVERSITY SYSTEM  
OF GEORGIA

# Performance Evaluation

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON PERFORMANCE EVALUATION
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## Policy Statement

All employees shall be evaluated based on the merits of their performance and qualifications.

Each institution of the University System of Georgia (USG) shall establish a system of performance evaluation for all employees. This system of performance evaluation shall be for the purpose of career development and eligibility for merit pay increase recommendations. All employees shall be evaluated by the supervisor in a systematic manner at specified time intervals, but in no case less than once each year.

An employee in their provisional period should be evaluated at least once prior to the completion of the provisional period.

Please also review Board of Regents (BOR) 8.3.5.1 Faculty Employment -Evaluation of Personnel regarding evaluation of Faculty. Faculty performance evaluations must be consistent with BOR Policy 8.3.5.1. If any portion of this HRAP section conflicts with the standards in BOR Policy 8.3.5.1, the BOR Policy shall control.

This policy establishes a system for assessing and improving the work performance of employees and provides guidelines for the administration of this system while also affording the appropriate level of flexibility needed at the institutional level.

## Applicability

All units of the USG are covered by this policy.

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## Who Should Read This Policy

All Human Resources personnel and employees within the USG should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.
- **Provisional Period:** The first 180 days (which is approximately six (6) months) of employment in a regular, benefits-eligible position with the University System of Georgia (USG).

## Process and Procedures

The University System supports a performance management process that is consistent and continuous and emphasizes communication between supervisors and employees. Supervisors are expected to assess and ensure optimal employee performance, document acceptable and unacceptable performance, and to improve performance that is below standards or below an employee's capabilities. Critical to meeting this expectation are regular evaluations of an employee's progress, accurate documentation of that progress, and regular communications with the employee.

Each institution shall establish procedures to implement this policy, BOR 8.3.5.1 Evaluation of Faculty, and associated policies within both the Academic and Student Affairs Handbooks.

## Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
<b>Vice Chancellor for Human Resources, USG</b>	Provide guidance to institutional Chief Human Resources Officers on effective performance evaluation systems and instruments; monitor compliance with policy.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Each institution shall establish and maintain an adequate procedure for implementing this policy; ensure institutional compliance.	See University System <a href="#">HR Officer Listing</a>

## Appendices (Internal Documents, Forms and Web Links)

- [Evaluation of Personnel](#)

## Related Documents and Resources (External)

- None

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