



UCSD CAMPUS NOTICE
University of California, San Diego

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OFFICE OF ASSISTANT VICE CHANCELLOR
PERSONNEL

February 24, 1993

KEY ADMINISTRATORS/KEY SUPPORT STAFF

SUBJECT: Performance Evaluation - Administrative &
Professional Staff (A&PS) Program Employees

Administrative and Professional Staff Program Policy 140 requires that the performance of each A&PS employee shall be evaluated annually in writing by the employee's immediate supervisor. This evaluation is intended as a means of measuring individual performance, fostering professional development and career growth, aiding in the determination of merit increases, and meeting the external and internal demands for documentation of individual performance.

The performance evaluation for individual A&PS employees is a critical element in determining the amount of salary increase to recommend for an individual A&PS employee. For this reason, we encourage managers and supervisors of A&PS employees to complete the performance evaluation for all A&PS employees reporting to them by April 30, 1993.

The timetable for the A&PS salary review process will be established once the 1993-94 budget is made final and the increase control figure is known. Based on past experience, we can anticipate that there will be a very short turnaround time for supervisors and departments to submit their recommendations for a salary increase for individual A&PS employees.

Currently, the UCSD performance evaluation, Form FO2049 revised 11/86, is the appropriate form to use for completing performance evaluations for A&PS employees.

QMW

Quelda M. Wilson
Assistant Vice Chancellor