MEMORANDUM

DATE: September 27, 2019

TO: All Regular Staff Employees

FROM: Dr. Gena Jones, Assistant Vice President, Human Resource Services

SUBJECT: Annual Performance Evaluation Schedule

Over the past year and a half, the performance evaluation process has been thoroughly analyzed by a number of individuals, groups and the NMSU administration. Great strides have been taken to begin enhancing the process. The rollout of the new process and evaluation system will be administered in various phases over the next year.

The first major change will impact the upcoming evaluation. The university system will move to a calendar year evaluation period (January-December). The change will allow for effective alignment of the process with the assessment of achievements towards the University System strategic goals.

In order to transition to the new schedule, the evaluation period will be shorter for the next evaluation. The evaluation period will be from March 1, 2019 through December 31, 2019. Supervisors will be completing evaluations during the first quarter of the year in 2020. The same online evaluation system will be used.

Additional information will be provided in the coming months.