

1 **Performance Management - P&S**

2 Effective: July 1, 2009

3 Contact: [Employee / Labor Relations](#)

4 **This policy replaces:**

5 Performance Appraisal-P&S

6 Dismissal, Unsatisfactory Performance-P&S

7 **Introduction**

8 The purpose of this policy is to endorse a system of performance management for Professional and  
9 Scientific (P&S) employees that supports and advances the mission of Iowa State University in a  
10 manner consistent with the strategic plan.

11 **Rationale**

12 A strong and sound performance management system enables an organization of people to set  
13 benchmarks that measure how the staff satisfies the mission of the organization. At Iowa State  
14 University this system allows a dialogue between supervisors and their employees in the process of  
15 measuring performance, behavior and outcomes and in achieving the expectations of the job. A  
16 good performance management system also supports reasonable opportunities for improvement or  
17 remedies through corrective actions, which may include termination.

18  
19 A performance management system that allows Iowa State University to evaluate the relevant  
20 factors of job duties and responsibilities of its employees focuses on communication and continuous  
21 performance improvement. Performance management assumes each employee wants to do his/her  
22 very best and helps them measure attainment. Additionally, performance management also provides  
23 documentation of sustained poor performance. Communication between supervisors and employees  
24 and within work teams is vital to the success of the university efforts to create, share and apply  
25 knowledge.

26 **Policy Statement**

27 It is the responsibility of faculty and staff who supervise P&S employees to adhere to the following  
28 objectives and to the P&S Performance Management Program (see Resources link to **Employee /**  
29 **Labor Relations' Performance Management Website** below).

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## 33 Objectives

34 The university has developed a sound performance management system that focuses on  
35 communication. Supervisors shall adhere to this policy and to the P&S Performance Management  
36 Program in order to:

- 37 • Strengthen participation of management in the operation and mission of Iowa State University
- 38 • Set a foundation for building greater trust between supervisors and their employees
- 39 • Provide a reasonable and accessible communication system for setting, discussing and  
40 evaluating job expectations
- 41 • Strengthen communication between supervisors and their employees as they work to accomplish  
42 the mission of Iowa State University, which is to create, share and apply knowledge
- 43 • Foster teamwork

## 44 Resources

### 45 Links

- 46 • [Professional and Scientific Dispute Resolution Policy](#)
- 47 • [Iowa Administrative Code §681 Chapter 3, Personnel Administration](#)
- 48 • [Board of Regents Policy Manual Chapter 4, Personnel](#)
- 49 • [Discrimination and Harassment Policy](#)
- 50 • [Professional and Scientific Exceptional Meritorious Performance Pay Program \[DOC\]](#)
- 51 • [University Human Resources](#)
- 52 • [Ombuds Office](#)
- 53 • [Professional and Scientific Council](#)
- 54 • [Office of the Senior Vice President and Provost](#)
- 55 • [Employee / Labor Relations](#)
- 56 • [Employee / Labor Relations' Performance Management Website](#)