

1 Performance Management - P&S

2 Effective: July 1, 2009

3 Reviewed and Updated: March 29, 2018

4 Contact: [University Human Resources \(UHR\) Employee Management](#)

5 **This policy replaces:**

6 Performance Appraisal-P&S

7 Dismissal, Unsatisfactory Performance-P&S

8 **Introduction**

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

12 **Rationale**

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

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

27 **Policy Statement**

28 It is the responsibility of faculty and staff who supervise P&S employees to adhere to the following
29 objectives and to the P&S Performance Management Program (see Resources link to Employee
30 Management below).

31 **Objectives**

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

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

42 **Resources**

43 **Links**

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

54 **Files**

- 55 • [Performance Management \[Policy in PDF with line numbers\]](#)

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