

Constituent Universities

Appalachian
State University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
at Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
at Wilmington

University of
North Carolina
School of the Arts

Western Carolina
University

Winston-Salem
State University

Constituent High School

North Carolina
School of Science
and Mathematics

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Matthew S. Brody
Vice President for Human Resources

Office: (919) 962-4561

Email: matt.brody@northcarolina.edu

TO: Supervisors of EPA-Non Faculty Employees

FROM: Matthew S. Brody
Vice President for Human Resources

DATE: June 5, 2015

SUBJECT: Annual EPA Non-Faculty Performance Evaluations

In accordance with the University of North Carolina General Administration policy on EPA Performance Evaluations, supervisors are required to complete a performance evaluation annually for each permanent EPA Non-Faculty employee. The performance evaluations will cover the period beginning July 1, 2014 through June 30, 2015. The purpose of the evaluation is to inform employees of the quality of their work as it relates to University and unit goals, and to set specific goals and objectives for the next review period.

The [evaluation form template](#) is available for you to assess your EPA Non-Faculty employees on the [GA HR web site](#). Supervisors will also have the option to complete a memorandum in lieu of the evaluation form. The memorandum must address the overall performance factors as reflected in the evaluation form template, but supervisory discretion is permitted in terms of the specific content of this memorandum, as long as it provides a substantive evaluation of the employee's annual performance. The evaluation form template or memorandum must be shared and discussed with your employees. There is an opportunity for employees to conduct an [optional self-evaluation](#); however, this will be left up to the supervisor's discretion. The self-evaluation is posted at the [GA HR web site](#).

Human Resources will provide each supervisor with a document that lists all EPA Non-Faculty employees within the unit. Supervisors will be required to obtain the employee's signature on this document after performance evaluations have been discussed. Once all employee signatures have been obtained, the supervisor will sign and provide the completed document to Human Resources. A copy of the evaluation form template or memorandum should be maintained in your unit's secured files consistent with UNC GA's records retention schedule. The evaluation form template or memorandum must be available for review upon request. If an employee receives an evaluation form template or memorandum review that indicates an overall unsatisfactory performance, you are required to send a copy to Tomaree Porter in Human Resources.

The preferred completion date for EPA Non-Faculty evaluations is July 15. The final deadline to have evaluations completed is August 1. If you should have any questions regarding the annual EPA Non-Faculty performance evaluations process or any of the items mentioned in this memo, please do not hesitate to contact Tomaree Porter or Anne Schwarz (for UNC-TV employees) for assistance.