

College of Engineering

PERFORMANCE MANAGEMENT

PROCEDURES GUIDE

Performance Management is an ongoing process of communication between Postdoctoral Scholars and their supervisors, involving the giving and receiving of feedback and the identification of development opportunities, in support of research goals.

I. INTRODUCTION

The United Auto Workers Postdoctoral Contract (UAW-PX) now requires that all Postdoctoral Scholars be reviewed annually. The primary purpose of a Postdoctoral Performance Management Program is to assist Postdoctoral Scholars in professional development and in achieving the research goals that have been established at the beginning of the Postdoctoral appointment period. The procedures outlined in this document apply to personnel who hold any of the Postdoctoral titles: Postdoctoral Scholar-Employee, Postdoctoral Scholar-Paid Direct, and Postdoctoral Scholar-Fellow.

II. OBJECTIVES

The progress assessment system is designed to

1. Promote communication between the Postdoctoral Scholar and the supervisor to provide useful feedback about research and progress expectations for the coming year.
2. Facilitate better working relationships.
3. Contribute to professional growth and development
4. Serve as a systematic guide for supervisors in planning each Postdoctoral Scholar's training.
5. Provide a historical record of performance for such purposes as salary adjustments, and personnel management.

III. RESPONSIBILITY

- A. The **Office of the Associate Dean for Research** has overall responsibility for the oversight of the Performance Management Program and will work to ensure the fairness and efficiency of its execution, by
 - 1. Making the proper forms available.
 - 2. Ensuring completed forms are returned by a specified date.
 - 3. Reviewing forms for completeness.
 - 4. Working with HR Administrators to identify and correct discrepancies.
 - 5. Ensuring proper safeguard and filing of completed forms.

- B. The **PI/Immediate Supervisor** is the Postdoctoral Scholar's evaluator and has responsibility for:
 - 1. Reviewing the job description, setting standards, and communicating expectations with the Postdoctoral Scholar.
 - 2. Continuously observing, evaluating, and documenting a Postdoctoral Scholar's job performance.
 - 3. Holding regular meetings with each Postdoctoral Scholar to discuss job performance and development opportunities.
 - 4. Completing Postdoctoral Scholar Annual Review Form as required.

IV. PROCEDURES

The **Individual Development Plan (IDP)** facilitates a planning process that identifies the Postdoctoral Scholar's general individual goals, as well as professional development and career objectives. It is intended to serve as a communication tool between a Postdoctoral Scholar and her/his supervisor.

Postdoctoral Scholars may elect to develop an IDP, following the process outlined below:

- 1. Meet with the supervisor to discuss research goals, general professional development needs, and career objectives with the supervisor. (The supervisor should share her/his knowledge about available development opportunities.)
- 2. Submit a written draft of the IDP to the supervisor.
- 3. Meet with the supervisor to discuss the IDP. (The supervisor should provide suggestions for revisions to the IDP as needed.)
- 4. During the course of implementing the plan, if it becomes apparent that the IDP requires revision, go back to Step 1. (Goals may change based on evolving research needs.)

A **Progress Assessment** is an evaluation of the Postdoctoral Scholar's progress and accomplishments in research and professional development. Within a reasonable time after the beginning of the Postdoctoral Scholar's appointment period, the supervisor should communicate his/her research and progress expectations for the coming year. These expectations may include components of an Individual Development Plan (IDP) that are directly related to the research assignment for that year. The structure of the Progress Assessment may vary with the discipline.

Periodic Reviews allow the supervisor and Postdoctoral Scholar to periodically engage in informal oral Progress Assessments during the appointment period. During these reviews, the supervisor and the Postdoctoral Scholar generally discuss the Postdoctoral Scholar's recent research progress and overall research objectives. An open dialogue should occur to allow the exchange of information regarding performance. The Postdoctoral Scholar should be informed how well or how poorly he/she has performed to date. If improvement is needed, the Postdoctoral Scholar should be informed of the steps that should be taken to improve performance to the desired level.

The **Annual Review** should be performed toward the end of the 12-month appointment period. This review is a comprehensive assessment of the Postdoctoral Scholar's research progress and achievements, and her/his professional development during the previous year. The supervisor may utilize an independently developed or pre-established form when conducting the Annual Review. Annual Review forms should be completed and submitted to Eboni Wilson (181M Cory Hall) no later than one month prior to the Postdoctoral Scholar's appointment end date.

Please go to <http://hrweb.berkeley.edu/hrlabor.htm> for information regarding the UAW-UC Postdoc contract details.