



Staff Performance Excellence Process #1710.237

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
June 12, 2009	May 7, 2025	Division of human Resources Talent Management and Development

POLICY STATEMENT

The Performance Excellence Process (PEP) establishes guidelines for conducting fair, consistent and effective annual performance evaluations on a common anniversary date. The PEP serves as the formal tool to assess and document employee performance, provide feedback, support professional development, and align individual goals with the University’s objectives.

Every employee shall be assessed on an annual basis on a date established by the Division of Human Resources. An employee shall be evaluated by his/her supervisor in consultation with the second level supervisor, or, if unavailable, the person appointed by the Department Head.

Florida International University recognizes that (1) a productive and collaborative work environment is critical in advancing the University’s mission and (2) effective communication between employees and supervisors is necessary, and (3) timely, regular, and meaningful feedback helps to ensure mutual understanding of performance expectations and fosters performance development. The Performance Excellence Process (PEP) is aligned with the University’s objectives by:

- Providing consistent criteria for enhancing and assessing employee performance on a common annual date aligned with the University’s fiscal year;
- Ensuring that the quality and quantity of work performed by FIU’s staff members best meets the University needs;
- Encouraging continuous communication between supervisors and employees about the employee’s job performance;
- Setting Specific, Measurable, Agreed-upon, Results-focused, and Timed goals (SMART) to ensure that employees and supervisors are meeting the expectation of their job as well as contributing to the goals and objectives of the University;



- Providing career and/or skills development plans.

SCOPE

This policy applies to all administrative and staff employees. Non-bargaining unit faculty members' performance assessment shall be conducted on an annual basis in accordance with procedures as established by Academic Affairs.

REASON FOR POLICY

To establish a Performance Excellence Process (PEP), aligned with organizational objectives that provide consistent criteria for enhancing and assessing employee performance on an annual basis.

DEFINITIONS

TERM	DEFINITIONS
Employee	A person employed for wages or salary, especially at nonexecutive level.

ROLES AND RESPONSIBILITIES

Employees are expected to complete the self-evaluation by the due date set for employees during the annual PEP cycle.

Supervisors are required to complete a performance evaluation for their direct report(s) and have a meeting to discuss the performance evaluation with their direct report(s). This process should be completed by the set due date for the annual PEP cycle.

Second Level Managers are required to Approve or Deny the PEP documents that are submitted to them for the 2nd level approval. This should be done in a timely manner to meet the due date for the annual PEP cycle.

HR Liaisons are expected to run PEP status reports and communicate with managers and employees as needed.

RELATED RESOURCES

For more detailed information on the Performance Excellence Process please refer to the PEP toolkits for [employees](#) and [managers](#).



CONTACTS

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HISTORY

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