

## **Performance Management for Senior Administrators Implementation Guidelines**

Per Regents Policy 7702, performance evaluations will be conducted annually by the direct supervisor for each SMG member. SMG Coordinators will be responsible for local coordination of the SMG performance management process in consultation with the Compensation Programs and Strategy Group and the Office of the President.

In preparation for the annual performance review cycle, it is recommended that SMG members ensure that their goals and objectives align with the SMG Performance Management Policy.

Goals and objectives also should be in alignment with those of key senior leaders and should be: Specific, Measurable, Attainable, Relevant, and Timely (SMART). Quantifiable and objective metrics should be used wherever possible to assess performance.

The annual review cycle is as follows:

Performance Review Period: **July 1 - June 30**

Ratings Input into SLIS: **September 30**

Copy of Performance Review Submitted to UCOP: **September 30**

Please submit a signed copy of the evaluation to [Mabel.Aldrete@ucop.edu](mailto:Mabel.Aldrete@ucop.edu).