AFT Staff Annual Performance Evaluation & Timeline

One Year & Three year AFT Employees and New Hires

A new performance evaluation period for AFT employees begins with the academic year and is reviewed between the manager and the employee. The _new_ evaluation cycle is documented informally between the manager and the employee for tracking and reference purposes. The _past_ evaluation cycle is rated and documented formally in Oracle Cloud and initiated at the employee level.

ACTIONS: _Ongoing Review for New Evaluation Cycle_ _September 1, 2025 through August 31, 2026_	Recommended Dates & Deadlines:
Employee and manager meet to establish goals for the Performance Evaluation Cycle	October 10, 2025
Finalization of major goals for the evaluation cycle.	November 24, 2025
Managers should conduct an interim review meeting and should document that review meeting either via email or in a Word document to refer back to it at a later date.	March 9, 2026
Ongoing regular discussions between the manager and the employee focus on coaching, development, and achievement.	November 24, 2025 - August 31, 2026
ACTIONS: _Evaluation of Past Rating Period_ _September 1, 2024, through August 31, 2025_	Document Availability Dates & Deadlines:
Employee completes the performance self-evaluation document in Oracle Cloud.	October 17, 2025
The manager submits the evaluation to the second-level manager for review.	October 24, 2025
The second-level manager returns the evaluation to the first-level manager.	October 31, 2025
Employee & Manager meet to discuss the evaluation.	November 7, 2025
Final evaluation points are submitted via Oracle Cloud.	November 14, 2025
Board of Trustees reappointment decisions are made.	December 1, 2025
Reappointment status letters are issued by Human Resources.	January 2026
Employee signs and returns the reappointment letter to Human Resources.	February 2026