



**Fiscal year 2019-20 Schedule  
Staff & Administrator Performance Review Program  
Staff & Administrator Annual Increases for 2020-21**

Target Completion Date

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**New Performance Evaluation Form Workshops**

- Tuesday, February 4<sup>th</sup> from 2:00-3:30 p.m. in Degheri Alumni Center, room 120
- Wednesday, February 12<sup>th</sup> from 10:00-11:30 a.m. in KIPJ, Room H February 2020
- Wednesday, February 19<sup>th</sup> from 2:00-3:30 p.m. in Salomon Hall (Maher Hall 240)
- Thursday, February 27<sup>th</sup> from 10:00-11:30 a.m. in KIPJ, Room H

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Performance Review and Goal Setting Meetings February – April, 2020\*

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Copy of Signed Evaluation Submitted to Human Resources April 30, 2020

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HR/Budget & Treasury Distribute Annual Increase Guidelines and Budget Worksheets April 22, 2020

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All Salary Increase Recommendations to Vice President for Approval May 1, 2020

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Final Budget Worksheets (Including Salaries) Due to Budget/Treasury May 22, 2020

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Worksheets with Approved Annual Increase Submitted to Human Resources June 10, 2020

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Effective Date of Annual Increases July 1, 2020

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*\*Dates may vary by division. Please confirm with your supervisor.*