

**Process Improvement Priorities  
Performance Management Taskforce**

**Our taskforce team**

Rose Lesly	Director, Records/HRIS - Lbk
Janet Coquelin	Managing Director, HR - Lbk
Ella O'Neal	Associate Managing Director, CMHC - Lbk
Kari Dickson	Assistant Vice President, Academic Affairs - Lbk
Aaron Scherpereel	Senior Director, Building Maintenance & Ops - Lbk
Kelsey Marks	Sr Administrative Assistant, SOM Admin - Lbk
Erik Wilkinson	Unit Associate Director, Library - Odessa
Ava Walker	Executive Associate to the Dean, SON - Abilene
Linda Tarpley	Unit Manager, General Services - Amarillo
Dr. Benjamin Leeah	Regional Physician, CMHC Clements - Amarillo
Annette Boles	Outreach Director, Garrison Institute on Aging

**Purpose:** to develop an improved “performance feedback” approach to performance management

**Timeline: by December 2018:**

- Review and revise the current Performance Evaluation in the existing Staff Performance Management System.
- Make the current Performance Evaluation tool less cumbersome and more useful:
  - Competencies
    - Consolidate existing 19 competencies; remove the 4 supervisory competencies as they do not apply to all supervisors
    - Ensure competencies align with values established during the May 2018 TTUHSC Values Summit.
  - Functions:
    - Investigate methods to simplify this section
    - E.g. possibly evaluate functions as a whole with space to comment on exceptions
  - Performance Improvement/Development Plans:
    - Fine-tune these sections to be used for “performance feedback approach”
    - More convenient way to document two-way coaching dialog at any time
    - Must remain flexible for use in any organizational situation
  - Overall Evaluation:
    - Simplify the rating scale
    - Ensure that values & behaviors are given appropriate weight in relation to functions in calculating overall ratings.

**Desired outcome:** A flexible, manageable, user-friendly performance management tool that enables supervisors to provide the relevant, frequent feedback necessary to effectively manage their teams.