

# Auburn University

Auburn University, Alabama 36849-5113

Office of the President  
107 Samford Hall

Telephone: (334) 844-4650  
ATTNet: 221-4650  
FAX: (334) 844-6179

October 21, 2005

MEMORANDUM TO: Deans, Directors, and Department Heads

FROM: Ed Richardson, Interim President



SUBJECT: Performance Management System - Administrative/Professional  
and University Staff Employees

On January 1, 2006, the current performance appraisal process for administrative/professional and staff employees will be replaced by a new performance management system. In the coming weeks, Human Resources will be conducting training for all supervisors, both faculty and non-faculty, on the new performance management system for our staff, administrators, and professionals. I consider this training to be of utmost importance. You will be notified soon of training schedules.

As we transition to the new system, I want to reiterate my strong belief in, and support for, effective performance management at Auburn University. The new system will have several advantages over the current process. It will:

1. Provide better tools to assist both supervisors and employees in documenting and communicating about performance.
2. Encourage participation in the process and ownership of performance by employees.
3. Place more emphasis on personal development and professional growth of our employees.
4. Permit position specific performance planning and measurement.
5. Provide better management tools to align performance with pay.

Your participation is necessary to the successful implementation of the new performance management system. I appreciate your support in this endeavor as we strive to make Auburn University the best it can be.

c: Dr. John G. Heilman  
Dr. Donald L. Large, Jr.