POLICY

Staff Development Review

The University development review cycle commences in March of each year. Development Review is a process in which a supervisor observes and evaluates an employee’s development and performance. At LMU, one important purpose of the development review process is to recognize and reward an employee’s development and good performance, and set goals and objectives for the coming review cycle. The development review process is also a tool used by supervisors to help identify areas in which an employee needs to improve, so that plans for improvement can be made. The development review form provides space for the supervisor and employee to outline how such development and training needs will be addressed.

Annual Merit Increase (AMI)

Merit increases are granted annually, at the University’s discretion, to staff members who have received an overall satisfactory development review, provided the University’s financial condition permits. Eligible employees receive their annual merit increase beginning with the first paycheck in July. Employees hired after the AMI process has commenced (April 1) are eligible to be considered for an annual merit increase the following year.

PROCEDURE

Staff Development Review

During orientation, all new employees receive a general explanation of the development review process and a copy of the guidelines. At orientation, those who supervise the work of others also receive a copy of the guidelines for supervisors and a briefing on their application. Each supervisor should discuss with his/her staff the details of the development review process and how employees can benefit from it. In February of each year, the Human Resources Office, at both campuses, provides Division Heads with information to assist them with the development review process.

Periodically, the Human Resources Office, at both campuses, provides information and training sessions related to the development review process.

Annual Merit Increase (AMI)

Each year in the spring, the Human Resources Office distributes to the Senior Vice Presidents, the annual merit increase materials, including guidelines, development review forms, and updated salary ranges.

The Assistant Director, Human Resources coordinates the development review and AMI processes.