



Office of the Chancellor

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DATE: February 25, 2020
TO: NMSU Employees
FROM: Chancellor Dan Arvizu and President John Floros
SUBJECT: Annual faculty and staff performance evaluations

Handwritten signatures of Dan E. Arvizu and John D. Floros in blue ink.

Performance evaluations are essential and beneficial communication tools. We use them to provide feedback, recognize exceptional performance, establish goals and measure progress toward our NMSU LEADS 2025 Strategic Goals. They also guide us in setting expectations for performance improvement and identifying development opportunities.

The performance evaluation is a key element in the NMSU LEADS 2025 objective to “Cultivate faculty and staff excellence” and are a determining factor in salary increases. Any faculty or staff member hired before January 1, 2020, must have a 2019 fully completed evaluation in the system in order to receive a salary increase. The deadline to complete faculty and staff evaluations is **March 16, 2020**.

Please contact your Department Head for assistance in completing faculty evaluations.

Below are resources for completion of staff evaluations to help you prepare to meet that deadline.

Instructional slides:

<https://hr.nmsu.edu/wp-content/uploads/2020/01/2020-Perf-Eval-Workshop-Jan-13.pptx>

Training session:

<https://www.youtube.com/watch?v=If715jwJCIY&feature=youtu.be>

Performance evaluation system:

<https://evaluation.nmsu.edu/>

Upcoming instructor-led performance evaluation process training sessions:

- February 27, 10:00 a.m. – Academic Research Building C Room 110
- March 3, 9:30 a.m. - Academic Research Building C Room 110

If you have questions or need assistance with the Staff Performance Evaluation process, please contact HR Services, Employee & Labor Relations at elr@nmsu.edu or (575) 646-2449.