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## Performance Management - Staff & Administrators Calendar 2021-2022

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The Performance Management Cycle is 4/26/21 – 4/22/22

### 2021

▲ **2020-2021 IPP Email to All Staff & Administrators** Mon, Aug 16

▲ **IPPs Complete by Staff & Administrators** Fri, Sep 10  
Staff & Administrators and leaders to have interactive dialogue and agreement on IPP.

### 2022

▲ **Staff & Administrators Mid-Year Comments Begin** Wed, Jan 5  
Staff & Administrators to update mid-year progress on IPP.

▲ **Staff & Administrators Mid-Year Comments Completed for Leader Review** Tues, Jan 18

▲ **Leader Mid-Year Comments Begin** Wed, Jan 19  
Leader to update employee's IPP with leader comments.  
Leader to have interactive dialogue with employee on IPP progress, values and overall performance based on the job description.

▲ **Mid-Year Comments and Leaders to have completed feedback meetings with employees** Tues, Feb 8

▲ **Staff & Administrators Self-Evaluations Begin** Wed, Apr 13

▲ **Staff & Administrators Self-Evaluations Due** Fri, Apr 22

▲ **Leader Portion of Evaluation Opens** Mon, Apr 25

▲ **Leader Portion of Evaluation Due** Wed, May 11

▲ **Campus and Departmental Validations** Thu, May 19 to Wed, Jun 8

▲ **SLT Validations** Thurs, Jun 16,  
Mon, Jun 20 – Wed, Jun 22

▲ **Year-End Performance Review** Fri, Aug 19  
Leaders to have completed feedback meetings with employees.

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