



## Human Resources

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THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND TEXAS SOUTHMOST COLLEGE

### PERFORMANCE REVIEW AND EXCEPTIONAL MERIT CALENDAR FOR FY 2008 STAFF & DIRECTORS

#### AWARDING OF EXCEPTIONAL MERIT IS CONTINGENT ON AVAILABILITY OF FUNDS

- December 31, 2007      CLOSE OF PERFORMANCE REVIEW PERIOD  
(1/1/07-12/31/07)  
Performance Review form is available on the Business Affairs website  
[www.UTBTSC.edu](http://www.UTBTSC.edu) or at the Human Resources Office, Cortez 129.
- February 1, 2008      EXCEPTIONAL MERIT application period opens for staff and  
directors. **Exceptional Merit guidelines and application form are  
available by accessing the Business Affairs website at  
[www.UTBTSC.edu](http://www.UTBTSC.edu) or at the Human Resources Office, Cortez 129.**
- February 29, 2008**  
**5:00 p.m.**      **DEADLINE FOR SUBMISSION OF EXCEPTIONAL MERIT  
APPLICATIONS TO HUMAN RESOURCES  
(STAFF AND DIRECTORS)**
- The current year Staff Review and Development Process must be  
completed and form submitted to Human Resources by this date  
for employees applying for Exceptional Merit.**
- March 5, 2008      Review of applications completed by Human Resources.  
Ineligible applicants notified.
- March 7, 2008      Division Vice Presidents receive list of applicants and list of former  
committee members.
- March 12, 2008      Division Vice Presidents submit names of Merit Review committee  
members to Human Resources.
- March 19, 2008      WORKSHOP for EXCEPTIONAL MERIT committee members.  
Staff applications distributed to Merit Review Committees. Director  
applications submitted to Vice Presidents.
- March 31, 2008      Division Merit Committee recommendations are submitted to Vice  
Presidents.
- April 11, 2008      **ANNUAL PERFORMANCE REVIEW & DEVELOPMENT**  
**process completed and forms submitted to Human Resources for**  
**all employees**
- April 16, 2008      Vice Presidents submit Exceptional Merit recommendations to  
Executive Council.
- OCTOBER 1, 2008      MERIT AWARDS ARE REFLECTED IN SALARY**