

UC ANR ACADEMIC HUMAN RESOURCES (AHR) PERFORMANCE IMPROVEMENT PLAN (PIP) PROCESS GUIDELINES

The purpose of a Performance Improvement Plan (PIP) is to document performance issues and areas of concern along with goals and expectations that an academic need to achieve in order to progress towards advancement criteria. The PIP will also include check-in dates between the academic and their supervisor to review progress and any barriers towards progress.

Academics are **required** to develop a PIP if they have received a negative Annual Evaluation review from their primary and/or secondary supervisor.

Academics are **required** to develop a PIP if directed by the Associate Vice President (AVP) after a performance review is conducted, which includes but is not limited to reviews involving a merit, promotion, term or a five-year comprehensive evaluation and/or because of an employee relations investigation or fact-finding inquiry.

PIPs are for a specified period of time, with a begin and end date; and are subject to revision and renewal as needed. The PIPs are intended to provide guidance to the academic on how to redirect/revise their program of work to succeed at their rank and step in their position. PIPs are written by the academic, with input from their supervisor, and signed by applicable parties. A copy must be submitted to Academic HR. PIPs should also be submitted as a supporting document to an academic's annual evaluation. Communication between an academic and their supervisor is crucial. If an academic is struggling to meet performance goals or has questions about expectations, they should contact their supervisor or Academic HR.

At the time of the first written evaluation of substandard performance resulting from an executed performance improvement plan, the academic is to be advised in writing that continued lack of improvement may lead to a corrective action or dismissal. In such situations, typically the academic's most recent peer reviewed advancement case was also unsuccessful. For reference, the systemwide policy, [Corrective Action and Dismissal](#), is [available here](#).

A corrective action or dismissal may be instituted for good cause, including but not limited to misconduct, unsatisfactory work performance, dereliction of duty, or violation of University policy. To proceed with a decision to pursue a corrective action or dismissal for **unsatisfactory performance**, it must first be preceded by at least two written evaluations by the supervisor. The evaluations should be accompanied by evidence that the supervisor and the employee, working together, developed and discussed a reasonable improvement plan and established a schedule for affecting that plan. No more than one calendar year should intervene between the two evaluations.

Performance Improvement Plans should include:

- Identified areas in need of improvement
- Goals and timeline for improvement actions
- Performance expectations
- Barriers towards progress
- Progress benchmarks