**Instructions:**

1. Review the policy ([UPPS 04.04.20 Section 08](http://policies.txstate.edu/university-policies/04-04-20.html#section.08.01).), Staff Performance Management System
2. Complete all information requested. Attach additional sheets as necessary. Sign and date the form.
3. Present the completed form to Human Resources and the department director within **10 working** **days** of the performance assessment meeting with supervisor.
4. If the appraiser is the department director, the employee may appeal to one level above the department director.
5. The department director or the department director’s supervisor, as appropriate, who will render a decision within five (5) working days.

**Employee Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name: | |  |  | Date: |  |
| ID Number: |  | | | | |
| Department: |  | | | | |
| Supervisor: |  | | | | |

**Appeal Information: (Why are you appealing your assessment?)**

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