

## SECTION D-14

### PERFORMANCE EVALUATIONS

The Chief Audit Executive and the Assistant Director complete the annual performance evaluations for the audit and administrative staff, in accordance with University of Houston guidelines. As part of the performance evaluation, measurable goals are established for each staff member to strive for during the next performance evaluation period.

Audit and administrative staff perform a self-evaluation of their performance and submit it to the Chief Audit Executive and/or the Assistant Director for their review. In addition, senior level audit staff provide the Assistant Director comments regarding the performance of the staff they worked with during the assessment period.

The Assistant Director prepares the performance evaluations for the audit and administrative staff. The Chief Audit Executive is the reviewer for these performance evaluations. The Assistant Director discusses the performance evaluations with the respective employees, obtains the required signatures, and forwards the performance evaluation to the Executive Administrative Assistant for retention and submission to Human Resources.

The Chief Audit Executive prepares the performance evaluation for the Assistant Director. The Chancellor/President's designee is the reviewer for this performance evaluation. The Chief Audit Executive discusses the performance evaluation with the Assistant Director, obtains the required signatures, and forwards the performance evaluation to the Executive Administrative Assistant for retention and submission to Human Resources.

The Chair of the Audit and Compliance Committee of the Board of Regents is responsible for the performance evaluation for the Chief Audit Executive.