



New Jersey Institute of Technology

Effective Date: January 1, 2025

Revised Date: July 31, 2026

University Policies

Sponsoring Functional Area: Human Resources

Subject: Non-Aligned Performance Management Policy

Purpose:

NJIT strives to provide an environment where all employees understand the impact their contributions have on the achievement of institute goals and are provided the opportunity for ongoing personal growth. One way we can accomplish this goal is through a strong performance management program, that includes a mid-year check-in and annual performance review. The performance management process is continuous as we plan, manage, review, and reward performance.

Scope of Policy:

This policy applies to all NJIT non-aligned, full-time staff.

Policy:

Managers are required to submit a performance review and rating for each employee under their direct supervision. Additionally, they should ensure that employees have the tools, resources, and learning and development opportunities to successfully meet their job responsibilities and contribute meaningfully to their department and the institution.

Rating definitions are as follows:

- (EE) Exceeded Expectations: Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent to the point of being atypical.
- (ME) Met Expectations: Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.

- (NI) Needs Improvement: Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. Needs development to produce expected results.

The performance management cycle is from April 1 through March 31 of each year. Managers must conduct a mid-year performance check-in. At the end of the performance cycle, all non-aligned employees must submit a self-evaluation to their manager. The manager will be required to review, provide comments and appropriate ratings. The Vice President, or Cabinet Member, of the respective area will be required to approve all evaluations.

Unless otherwise specified by Human Resources, the performance management process must be done in accordance with the following timeline:

Phase of Process	Due Date
<i>Performance evaluation cycle begins</i>	<i>April 1st</i>
Collaborative effort between manager and employee to set goals for the evaluation period; goals entered into Performance Management System	May 31 st
Manager and Employee conduct mid-year check-in	October 15 th
<i>Performance evaluation cycle ends</i>	<i>March 31st</i>
Employee submits self-evaluation	February 20 th
Manager and all next level supervisors, if applicable, review and approval	March 20 ^h
Vice President final review and approval	March 27 ^h
Performance review and discussion held	April 1 st - April 15 th
Employee signature/comments	April 22 nd

**If any of the above dates fall on a weekend or holiday, the due date will default to the next available business day.*

Merit:

The year-round non-aligned performance management process is in support of the non-aligned merit program. However, to be eligible for merit for the performance period, an employee must have been in their role prior to January 1. Salaries of individuals who were on the payroll as of the pooling date of July 1, and who are no longer employed at NJIT, will be included in the merit pool but will not be eligible to receive a non-aligned merit award.

For more information regarding the performance management process, please click [here](#).

Effective Date of Policy:

This policy takes effect January 1, 2025, and supersedes and revokes any former policies and procedures.

REVIEW:

Signature: Sandy A. Curko
Sandy A. Curko (Jul 31, 2026 04:52:09 EDT)

Email: sandy.curko@njit.edu

Sandy A. Curko, Esq.
General Counsel and Senior Vice
President of Legal Affairs

Date

APPROVAL:

Signature: Teik C. Lim
Teik C. Lim (Jul 30, 2026 15:21:20 EDT)

Email: teik.lim@njit.edu

Teik C. Lim, Ph.D.
President

Date

Signature: William Brady
William Brady (Jul 30, 2026 14:58:00 EDT)

Email: william.brady@njit.edu

William Brady
Senior Vice President
Division of Human Resources and
Institutional Access

Date