



## MEMORANDUM

**Date:** June 30, 2021

**To:** FIU PEP Eligible Employees and Supervisors

**CC:** HR Liaisons

**From:** El pagnier K. Hudson, M.S.  
Senior Vice President, Division of Human Resources  
Vice Provost, Division of Diversity, Equity, and Inclusion

**Subject:** **Performance Excellence Process (PEP) for Fiscal Year 2020-2021**

As we begin a new fiscal year, it is time to both reflect on the incredible work that was accomplished over the past year and set goals for the next fiscal year. The past year has been like no other in history, and, to varying degrees, our professional staff stepped up to the challenge. It is important that we document this performance and provide the necessary feedback so that we can master what the “next normal” holds for our FIU. Equally important, supervisors should demonstrate empathy related to the difficulties faced by their teams during the past 12 months, up to and including our transition back to campus.

The 2020-2021 PEP was extended in February as part of the mid-year checkpoint to encourage conversations regarding goal accomplishments and any necessary revisions. Although circumstances and situations may have changed over time, our primary goal of supporting student success, retention and graduation has remained the same. Our current ranking as the #1 university in the state university system based on performance funding metrics is evidence of the collective contributions toward this success and should be reflected in the PEP.

Preparation materials and detailed instructions are available in the PEP Toolkit located on the [HR website](#). Additionally, the PEP Webinars will demonstrate the online system, and present important information for employees, managers and 2<sup>nd</sup> level approvers. The PEP deadline, as is every year, will remain on **September 30<sup>th</sup>**.

New employees hired after January will receive their 2020-2021 PEP after July 1.

The PEP webinars will be offered on July 14 and 16. The recordings will be posted the following week on FIU Develop.

[Registration for Employee Webinar](#)

[Registration for Manager Webinar](#)

The Division of Human Resources Service Center at (305) 348-2181, as well as the Talent Acquisition and Management team at (305) 348-3206 or [TAM@fiu.edu](mailto:TAM@fiu.edu), welcome any question you may have regarding the Performance Excellence Process (PEP).

Thank you in advance for your continued leadership as we strengthen FIU's culture of excellence through meaningful, candid, and timely performance discussions.