

Performance Improvement Plan

Performance Improvement Plan (PIP):

[Performance Improvement Plan Form](#)

What is the purpose of a Performance Improvement Plan (PIP)?

A Performance Improvement Plan (PIP) is a structured, time-bound tool used to correct and clarify performance expectations, establish supports, and define success measures within a set timeline.

Depending on the seriousness or impact of the behavior, a PIP may be initiated as an early intervention or issued as a final opportunity to meet expectations without prior coaching.

When should I implement a Performance Improvement Plan (PIP)?

Use a PIP when **any** of the following are present:

- Sustained shortfalls against defined performance standards, deliverables, or deadlines,
- Quality or accuracy issues that materially affect students, colleagues, or operations,
- Patterns of unreliability (e.g., responsiveness, follow-through, preparation) that impede results,
- Professional conduct or collaboration concerns that hinder effective work (non-egregious),
- A serious incident that warrants a formal corrective plan in lieu of immediate separation.

Do not use a PIP for egregious misconduct or policy violations (e.g., discrimination, harassment, safety threats). Consult [HR](#) immediately; disciplinary procedures may be more appropriate.

What are the required components of a Performance Improvement Plan (PIP)?

- **Objective Summary of Issues:** Provide facts, concrete examples, dates, and data illustrating the performance gap and any historical context relevant to the current situation. Include prior notices if applicable.
- **Expectations:** Define expectations for improving the specific performance issue. Ensure expectations are specific and time-
- **Success Measures/Evidence:** Specify how progress will be verified (e.g., artifacts, data, reports, observations).
- **Support & Resources:** List what assistance will be provided and by whom (e.g., training, mentoring, job aids, technology, workload adjustments).
- **Timeline & Check-Ins:** Indicate frequency and specific meeting dates. A typical duration is 30–90 days with weekly/biweekly reviews.

- **Roles & Responsibilities:** actions required of the employee and the supervisor.
 - **Consequences:** Per policy, continued deficiency may lead to further discipline up to and including termination. Any decision to terminate employment will be done in consultation with Human Resources.
 - **Signatures & Routing:** Obtain all required approvals and distribute copies (see below)
 - **Follow-Up:** Provide progress report to HR at the completion of check-ins and the completion of the PIP. Document the outcome: Met / Partially Met / Not Met (and next action).
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Signature Routing, Distribution, & Acknowledgement

Signatures and documentation routing will be determined by the employee's position type and unit/HR file retention practices.

- Faculty: faculty, chair, dean, the Office of the Provost, and Human Resources.
- Staff: employee, the supervisor/department head, and Human Resources.

Note: The employee's signature acknowledges receipt and discussion, not agreement. An employee response may be attached and included with the PIP packet.

Best Practices for Supervisors when implementing/completing a Performance Improvement Plan (PIP)

- When completing the PIP Template, supervisors may include as many or as few examples or points as needed; the numbered and bulleted lines are provided as a guide.
 - Use specific, objective language aligned with the position description and/or unit priorities; avoid generalities.
 - Adhere to the check-in cadence; provide written summaries.
 - Offer reasonable supports, log them, and track progress.
 - Consult HR and Academic Affairs if new issues (performance or conduct) arise.
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Questions about an Employee Performance Improvement Plan? Contact the Human Resources Department at 870-972-3454 or hr@astate.edu

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